

# The Haberdashers' Aske's Boys' School



## Head of Sixth Form

The Haberdashers' Aske's Boys' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to a Prohibition from Management check in line with statutory guidance.

### Overview:

The Head of Sixth Form will have overall responsibility for pastoral and academic matters relating to pupils in Years 12 and 13 (the Sixth Form), including the line management of a Senior Tutor, the Head of University Admissions, and a team of Sixth Form tutors, as well as a range of administrative duties. He/she will be expected to embody the School's ethos and values, be a role model for staff and pupils and contribute to the advancement of the School's strategic plan.

The Head of Sixth Form reports directly to the Senior Deputy Head.

### Principal Duties

The precise responsibilities of this post are will be shaped in part by the strengths, experience and interests of the successful candidate, however, the following provides an outline of the key areas that are likely to be included:

#### Leadership

- Set a tone for the Section which embodies positivity, enthusiasm and aspiration.
- Manage the Senior Tutor and a team of Form Tutors, ensuring the quality of tutoring is of the highest standard, so that every pupil enjoys the same outstanding pastoral support.
- Organise and conduct weekly sectional assemblies, celebrating success in the Section.
- Be a member of the Extended Leadership Team, playing an active role in strategic planning for the school and the delivery of the Pastoral Development Plan.
- Attend and contribute to Pastoral Board and Head of Department meetings.
- Work collaboratively with the Head of the Lower School and the Head of Middle.
- Work closely with the Head of Sixth Form and other colleagues at the Girls' School to ensure smooth collaboration between the two Sixth Forms in all areas of school life.
- Work closely with the six Heads of House.
- Be involved with the 16+ selection process, working with the Marketing and Admissions Department. Manage the induction programme for pupils at 16+.
- Oversee the selection, training and overall management of school prefects.
- Have a thorough understanding of the key policies and implement them to high standards.

### **Pastoral Care**

- Oversee all aspects of the pastoral provision for all pupils in the Sixth Form.
- Act as a deputy to the Designated Safeguarding Lead with special responsibility for the safeguarding of Sixth Form students.
- Maintain high standards of good conduct and behaviour, maintaining a calm and constructive environment and setting very clear expectations for the pupils regarding appearance and being a role model themselves.
- Oversee and monitor the attendance and punctuality of all pupils in the Sixth Form.
- Work with pupils who present with complex pastoral issues, handling these in a sensitive, supportive and efficient way.
- Investigate serious disciplinary incidents within the Section and work together with key pastoral staff to solve any issues.
- Maintain accurate and up-to-date records of all pastoral issues.
- Communicate regularly and effectively with parents, attending meetings as necessary.
- Attend meetings as part of a safeguarding group, working closely with the School Counsellors, School Nurses and DSL.
- Contribute to the delivery of staff training on pastoral issues.
- Work with the Head of PSHCEE to ensure that the PSHCEE programme is well executed and monitored in the Sixth Form.

### **Academic Excellence**

- Set clear and aspirational expectations within the Sixth Form.
- Monitor, support and report on the academic performance and progress of all Sixth Form pupils through progress grades, super-tutoring, reports and end of year examinations.
- Provide the summative comment for parents on pupils' reports.
- Liaise with Form Tutors, Heads of House and the Head of Academic Support to respond appropriately to any concerns.
- Communicate academic concerns and successes to parents.
- Attend Parents' Consultation Evenings and deliver talks at curriculum evenings.
- Work collaboratively with the Head of Scholarship to provide opportunities to enhance scholarship.
- Line manage the Head of University Admissions, working closely with all members of the University Admissions team to ensure high quality UCAS provision for all pupils in the Sixth Form.
- Work collaboratively with the careers department.
- Play a major supportive role during and after the publication of GCSE and A Level results with arising pupil and cohort-wide needs.

### **Co-Curricular**

- Actively promote and support the co-curricular programme, especially when members of the Sixth Form are involved.
- Organise Field Day events, cultural/activity days, for each year group.
- Organise several collaborative events with the Girls' School.
- Oversee all Sixth Form events (e.g., Curriculum Evenings; last teaching day for U6; Founder's Evening; Leavers' Ball)
- Oversee all Sixth Form publications (e.g., Year Book; Sixth Form Handbook)

## **Person Specification**

### **Personal Qualities**

- Natural leadership qualities, combining humility with a sense of credibility and presence.
- The ability to motivate and inspire.
- A team player with an ability to develop and to sustain relationships and empower others.
- The capacity for hard work and handling stressful situations with energy, enthusiasm and a positive outlook.
- The wisdom and strength of character to resolve complex problems and make important, often difficult, decisions.
- A commitment to educational excellence and the ability to teach academically able pupils to a very high standard.
- Whole-hearted involvement in and support for the rich tapestry of School life outside the classroom.
- A capacity to innovate and to initiate and manage change with flair and creativity.
- Integrity, reliability and a commitment to honesty and fairness.
- A sense of humour.

#### **Education, Qualifications and Skills**

- A good bachelor's degree
- Qualified Teacher Status (QTS) is desirable, not essential
- An excellent record as a teacher, manager and leader
- A record of continuous professional development
- Excellent communication and listening skills
- Powers of diplomacy and persuasion
- The ability to contribute towards the School's development
- Strong organisational and administrative skills with a keen eye for detail
- A good level of IT competency

#### **Knowledge and Experience**

- A track record of outstanding leadership and management in education
- A holistic view of education that encompasses academic, pastoral and co-curricular elements
- Understanding of role in the context of safeguarding children

As a rule, the performance of these extensive duties and the need to be available to pupils and staff requires a Head of Section to be present at the School beyond the timetabled day both before and after school, so that a pupil, parent or member of staff may be confident of finding or contacting a Head of Section when necessary and of having time to consult with him/her on personal or school matters. In addition to appropriate attendance at Parents' Evenings, there are occasions when an emergency may require a Head of Section to attend a meeting, possibly with parents, outside these times.

A Head of Section will encourage pupils to take part in the wider life of the school. It is therefore helpful if a Head of Section is seen as someone with whole school interests.

This job description will be altered to meet changing educational context and may be reviewed at the discretion of the School.

#### **Salary and Conditions:**

The School has its own generous salary scale. The salary for the successful candidate will depend upon their qualifications and experience and will be discussed at interview.

#### **Applications:**

An application form is available from the School's website: [www.habsboys.org.uk](http://www.habsboys.org.uk). Curriculum Vitae are **not** accepted.

The completed application form should be sent to the Human Resources ([staffvacancies@habsboys.org.uk](mailto:staffvacancies@habsboys.org.uk)) as soon as possible.

It must be received no later than **0800 on 25 January 2021**

We intend to hold first round interviews for this post on **w/c 1 February 2021**

Final round interviews are expected be held **w/c 8 February 2021**

Candidates should note that all appointments are subject to an enhanced check with the Disclosure & Barring Service and references from past employers.