



Hollygirt

SCHOOL

Head of Sixth Form - Job Description

- To grow the number of students in the Sixth Form in line with the strategic plan for Hollygirt.
- To lead a development programme which involves new sixth form students in the design of the new sixth form centre.
- To develop links that ensure extra opportunities to develop future ready characteristics for Hollygirt students in addition to qualifications.

Specific responsibilities

Academic

- To monitor the quality of learning experienced by the sixth form, liaising with teachers and departments, and offering support and guidance where necessary.
- To oversee the Sixth Form curriculum and ensure the provision is suitable and balanced for the whole cohort.
- To complete data analysis on progress reviews and present findings and ensure the delivery of necessary intervention strategies; this will include presentations to Senior Leadership and Trustees
- To liaise effectively with SENCo and Senior Leaders to ensure support and stretch and challenge to provide an optimal learning experience for every individual.
- To plan and run key events in the calendar, including parents' evenings for Year 12 and 13, open evenings, UCAS information evenings, 'meet the teacher' evenings and other events for the parents of sixth form students.
- To oversee the entire UCAS process
- To oversee the entire application process for the Sixth Form alongside the Head
- To promote the Sixth Form offer to all internal Year 11 students at Hollygirt and to work with our marketing to ensure our profile is high for external students.
- To oversee all Oxbridge (and Medicine, Dentistry & Vet) applications including the support with additional tests such as BMAT, STEP, LNAT, UKCAT, PAT etc); to oversee international applications to further education.
- To teach as appropriate in the Sixth Form

Pastoral

- To ensure the delivery of excellent pastoral care for sixth formers
- To be a DDSL for the Sixth Form
- To hold safeguarding of sixth formers as an everyday priority and to prioritise pastoral education to keep students safe shining a continuous light on their well-being.
- To deliver and ensure delivery of Sixth Form assemblies
- To ensure effective consultation and communication with parents of the Sixth Form
- To coordinate weekly PSHE sessions, distribute materials and lessons plans where needed, organise outside speakers, and facilitate a high-quality programme for sixth form students. To be prepared personally to deliver on and present topics which help students to grow.
- To present on life themes such as: resilience, community, creativity, determination, discipline, emotional intelligence and to constantly update themes and practice to the changes in the world of work.
- To monitor sixth form attendance and punctuality and take action to improve this where necessary
- To ensure all tutors are familiar with policies and procedures relating to the sixth form.
- Where appropriate, to communicate and cooperate with external agencies.
- To know the students in the sixth form (as well as possible) and to become accepted as someone, in addition to the Form Tutor, to whom they can turn for guidance and support.
- To ensure that high standards of behaviour and dress code are maintained throughout the sixth form.

Leadership of the sixth form:

- To act as a role model for any tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development, and a professional presence in and around the sixth form block
- To ensure the effective induction of new tutors /teachers to the Sixth Form
- To hold regular team meetings and to make SLT aware of individual concerns and year team developments.
- To lead on links with the community and with careers knowledge, to add strands to the sixth form experience to ensure successful careers.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General:

- To carry out the professional duties of a teacher according to the Teaching Standards

- Undertake an enhanced managerial DBS check.
- Line management is directly to the Head
- Have a strong commitment to furthering equalities in both service delivery and employment practice.
- Play a full part in the life of the school community, supporting its distinctive ethos and always representing the school in a professional and positive light and to all stakeholders. To go above and beyond!
- Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Person Specification

Hard-working and a commitment to going 'above and beyond' for students and their parents.

Ability to teach to an excellent standard at least one A level subject.

Unequivocal sense of equality for all.

Previous experience of working in a Sixth Form.

Wholly committed to safeguarding of the students and role as a DDSL.

Expertise with UCAS entries, personal statements and other further education pathways post 18.

Ease with delivering presentations and commitment to the additional time this involves.

Dedication to enhancing the Hollygirt Sixth Form offer as unique and forward thinking through liaising with external companies and in the community to ensure our sixth formers are ready for their future lives.

Role available for Summer Term 2023
Closing Date Friday 6th January 2023
Interviews w/c 9th January 2023