

**THE HIGHCREST ACADEMY**

**JOB DESCRIPTION**

***HEAD OF SIXTH FORM***

You will be accountable for the implementation of academy policies, plans, targets and practices; standards achieved by learners; quality of learning; leading and managing year group staff; effective deployment of learner development resources including teaching and support staff; Health & Safety within the curriculum time devoted to year group activities.

You will be responsible to: Assistant Headteacher (Curriculum)

**Job purpose**

* To lead the strategic development of the successful and established Sixth Form
* To be operationally responsible for the day to day management of the Sixth Form students and the Sixth Form centre
* To act as a lead for the pastoral welfare of students
* To develop and implement strategies to promote positive behaviour and ensure high levels of academic achievement for all post-16 students
* To develop and implement policy, practice and targets for the Sixth Form
* To develop and maintain successful links within the wider community, to include universities, businesses and local employers.

**Main Duties and Responsibilities**

**Leadership**

* To ensure that the SLT and staff are advised regarding national developments with reference to University policies, careers and specific areas of Sixth Form curriculum
* To ensure that high standards of behaviour and high levels of achievement are maintained throughout the Sixth Form
* To liaise with other schools and sixth forms as appropriate
* To oversee the Senior School Prefects
* To ensure that the Sixth Form study areas present a stimulating working environment
* To promote a secure, purposeful and friendly working environment for students and staff
* To oversee the running of the Sixth Form Centre
* To line manage the tutor team
* To monitor, evaluate and adapt the quality of curriculum delivery in the Sixth

Form

* To prepare and manage the Sixth Form annual budget
* To oversee arrangements for work experience placements

**Academic**

* To enhance students’ academic performance by monitoring and tracking Sixth Form attainment and effort grades.
* To write reports on all Sixth Formers and review reports with students and parents
* To liaise with parents to support students
* To review AS and A2 level results in August and at other times during the year
* To organise the private study arrangements for Sixth Form students
* Monitor and evaluate aspects of work, including the monitoring and evaluation of specific subjects.

**Pastoral**

* To ensure a high quality of pastoral care and student support in the Sixth Form
* To promote an inclusive environment where every student matters
* To develop and deliver a structured and purposeful PSCHEE/citizenship programme
* To co-ordinate the UCAS university application procedures and other application systems
* To oversee all aspects of reference writing and the administration of the UCAS process
* To oversee the Sixth Form enrichment programme
* To deal with routine student absence, lateness and disciplinary matters

**Community**

* To encourage students to contribute positively to the life of the Sixth Form and the wider life of The Academy
* To represent the school at external meetings and other events
* To promote the community cohesion agenda

**Ethos**

* To uphold and promote the mission statement
* To proactively work to improve student learning
* To encourage the achievement, enjoyment and satisfaction of students and staff
* To deliver assemblies
* To support the every “Child Matters Agenda”

**Recruitment**

* To promote the Sixth Form to ensure retention of existing Year 11 pupils and the recruitment of external applicants
* To organise and run the Sixth Form Open Evening for students and parents and other events as appropriate throughout the year

**Transition**

* To organise and run a Year 12 induction programme
* To work with Year 11 students and tutors and to ensure the smooth transfer of students into the Sixth Form.
* To organise the Year 13 mentor programme
* To be available to advise Year 11 regarding entry to the Sixth Form after the GCSE results
* To advise and support AS and A2 students following the publication of their results

**Publications**

* To take responsibility for the Sixth Form prospectus, associated publications, and the Sixth Form area of “Highcrest Highlights” and the academy website
* To write the strategic one year and three year Sixth Form Action Plans
* To produce appropriate handbooks for students and new staff
* To produce an annual Head of Learning report

**Other**

* All staff are required to read and understand the document Keeping Children Safe in Education, Part 1 and Appendix A (Sept 2018) along with the academy’s policies relating to Safeguarding and Child Protection, all of which are available electronically.
* The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
* All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.  This policy applies to all personal data, regardless of whether it is in paper or electronic format.
* The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
* The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant’s start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

**Postholder**

Signature: …………………………………………………..

Printed Name: …………………………………………………..

Date: …………………………………………………..

**Line Manager**

Signature: …………………………………………………..

Printed Name: …………………………………………………..

Date: ……………………………………………….….