



Head of Sixth Form

Person Specification

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Bachelors Degree 	<ul style="list-style-type: none"> • Masters
Professional Development	<ul style="list-style-type: none"> • Evidence of Continuous Professional Development 	<ul style="list-style-type: none"> • Middle or senior leader training
Experience	<ul style="list-style-type: none"> • Expertise in teaching a subject to A Level • Teaching experience across the key stages including Sixth Form • Experience of monitoring and evaluating students' progress • Experience of University applications process 	<ul style="list-style-type: none"> • Experience of leading or implementing Sixth Form programmes • Form tutor experience • Teaching BTEC
Knowledge	<ul style="list-style-type: none"> • Current knowledge of UCAS procedures and requirements • Knowledge of career pathways post-16 • Up to date knowledge of A Level course options and requirements • Understanding and knowledge of current developments in learning and teaching 	<ul style="list-style-type: none"> • Delivering BTEC Level 3 • Requirements for Universities in other countries eg USA, Australia
Skills and abilities	<ul style="list-style-type: none"> • Ability to lead and quality assure 6th form staff • Ability to monitor and evaluate students' progress • Excellent written and oral communication skills • Excellent presentation skills • A good level of CT skills • Excellent interpersonal skills • Excellent organisational, prioritisation and time management skills • Ability to multi task under pressure • Able to forge links with outside agencies • Able to work independently and motivate others 	<ul style="list-style-type: none"> • Able to oversee examinations process from entry to results • Mentoring other staff
Personal	<ul style="list-style-type: none"> • Commitment to excellence in all areas • Calm, friendly yet resolute • Commitment to safeguarding and promoting the welfare of young people • Innovative and determined to succeed 	