



Job Description

Job Title: Assistant Head of Sixth Form

Reporting To: Leadership Group

Salary Range: Teaching & Learning Responsibility (2b)

Main Duties and Responsibilities

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

There will be two Assistant Head of Sixth Forms. Each will take responsibility for one year group and stay with that year group. In the first year one person will start with year 13. Some responsibilities are the same for both year 12 and 13, but some responsibilities will differ.

Responsibilities for when the Assistant Head of Sixth Form is leading year 12 or year 13

- To assist, as part of the wider Sixth Form team, the Sixth Form Centre.
- To be responsible for the pastoral care and welfare of students across a year group.
- To be proactive in managing and promoting the highest standards of behaviour, attendance, punctuality and Sixth Form dress across the year group.
- To monitor negative points, positive points, and progress concerns for your year group, and intervene where necessary.
- To work with the Sixth Form Student Support Officers and Pastoral Manager on supporting under-achieving students and/or those with pastoral concerns.
- To work closely with class teachers and Subject Leaders to support students in their learning.
- To be, if required, cover for Sixth Form tutors when absent and effectively lead and manage the wider team of tutors in your year group.
- To lead and contribute to the effective planning and delivery of form time activities.
- To support your year group in engaging digitally with their learning, such as in using their school email, accessing files, accessing MS Teams, using online platforms and effectively using laptops to learn effectively.
- To lead and interview internal Year 11 applicants with the other Assistant Head of Sixth Form.
- To support course meetings for external Year 11 applicants.
- To support the AHT 6th Form in recruiting external applicants to the Sixth Form.
- To contribute to A Level results day, enrolment day and Sixth Form open events.
- To lead the external year 11 taster days with the other Assistant Head of Sixth Form.
- To support initiatives to attract internal year 11s to continue into the Sixth Form.
- To contribute to the supervision of the Sixth Form Area.
- To promote the Christian values of Westminster City School in all aspects of your work.
- To have a high profile across the school including presence before school, after school, during lessons and break times.
- To support the leadership team in ensuring that the school runs smoothly each day.
- To teach the subject area that you are qualified in.



Responsibilities for when the Assistant Head of Sixth Form is leading year 12

- To support in organising and delivering an effective induction programme for year 12 to support their transition into the Sixth Form.
- To support in co-ordinating and organising speakers for the year 12 careers assembly.
- To support year 12 in organising work experience and co-ordinate this week.
- To lead a university visit, and visit a UCAS fair for year 12.
- To identify students suited to Oxbridge, and/or medicine, and/or Russell Group in year 12 and work with them on engaging with and in applying to these institutions.
- To work with outreach programmes to support year 12 students in engaging with appropriate programmes for them.
- To take the lead in delivering a UCAS workshop for year 12 in June or July.

Responsibilities for when the Assistant Head of Sixth Form is leading year 13

- To lead students in selecting appropriate universities and courses.
- To lead students in writing their personal statements.
- To lead and guide staff in writing subject references and submitting predicted grades, particularly for Oxbridge and Russell Group universities.
- To ensure all applications are submitted by the 15th October, meet internal deadlines for UCAS and January deadlines.
- To lead 15th October deadline students in preparing for interviews and pre-admission tests.
- To lead January deadline students in preparing for interviews.
- To lead and direct students in selecting appropriate firm and insurance choices.
- To lead, guide and direct students who have not applied to university in forming appropriate post-18 plans.

Specific Responsibilities

- To ensure appropriate and effective structures are in place across the year group to support students in their learning, progress and pastoral development.
- To work with other members of the Inclusion Team and external agencies to ensure that all students are supported effectively, particularly those who are vulnerable.
- To support the DSL (Sixth Form) and the DDSL (Sixth Form) with Child Protection and Safeguarding issues across the year group.
- To support the AHT 6th Form in completing investigations into significant breaches of the behaviour policy.
- To support the AHT 6th Form in implementing the school behaviour policy for Sixth Form.
- To work closely with parents and carers in order to support students effectively.
- To attend relevant middle leader meetings and training.
- To support AHT 6th Form in monitoring and tracking learning behaviours and implementing initiatives to support key groups of pupils including those with SEND and EAL, those in receipt of Pupil Premium, or other who are underachieving, vulnerable or disaffected.
- To deal with incidents of bullying appropriately and according to school procedures.
- To take action as appropriate to improve attendance and punctuality rates for key students.
- To liaise with the teacher in charge of attendance regarding attendance and punctuality concerns.
- To monitor and oversee the report system across the year group.
- To ensure Fundamental British Values (FBV) are actively promoted across the year group.



- To proactively promote the Westminster City School rewards system across the year group.
- To ensure that the Tutor Time schedule is followed and that Tutor Time is used effectively.
- To be responsible for carrying out Pastoral Quality Assurance procedures including weekly tutor checks and taking follow up action as necessary.
- To take a lead in the organisation and follow up of the Parent Consultation Evenings for the year group.
- To support the smooth running of year group related exams.
- To contribute to the weekly Sixth Form assembly by organising external speakers and in delivering assemblies.
- Line Manage tutors for their tutoring responsibilities and other members of support staff as directed by the Leadership Group.

Notes

1. All the responsibilities outlined in this job description are subject to the general duties and responsibilities contained in the statement on conditions of employment under the Teachers' Pay and Conditions Act 1987.
2. This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's directed time document and have regard to Clause 4 (1F) of the teacher's conditions of employment.
3. This job description is not necessarily a comprehensive definition of the post it will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Staff are required to wear business dress and to be professionally presented. They must adhere to all aspects of the Staff Code of Conduct.
5. Candidates must be in sympathy with the aims and objectives of a Christian school and its ethos. Members of staff must support the Christian ethos of the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.



Person Specification

Job Title: Assistant Head of Sixth Form

Reporting to: Leadership Group

Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Good standard of secondary education and evidence of further, higher level study.• Significant relevant experience in a pastoral role• QTS	<ul style="list-style-type: none">• Relevant degree• Further accredited study

Experience

Essential	Desirable
<ul style="list-style-type: none">• Varied and successful experience in the secondary sector within a multi-ethnic and diverse environment• Ability to lead and manage teams, holding adults to account for their performance• Student facing experience (such as having an excellent grasp of managing and guiding pupils in pastoral context)• Challenging poor attitudes and holding students to account for their actions• An effective administrator• A polite & confident telephone manner, particularly for dealing with parents and external agencies• Experience of working in UK education	<ul style="list-style-type: none">• Experience in more than one school• Experience of tracking behaviour and achievement data and writing reports accurately

Knowledge and skills

Essential	Desirable
<ul style="list-style-type: none">• Ability to deliver highly effective assemblies which motivate students• Ability to monitor and track learning behaviours and implement initiatives to support underachieving, vulnerable or disaffected pupils in the year group.• An understanding of a wide range of successful mentoring and coaching strategies• Ability to provide students with constructive feedback and challenge poor behaviour where required• Ability to support tutors and staff with behaviour management of students within the year group• A clear commitment to and understanding of what pupil safeguarding means• To take steps to ensure all students in the allocated year group feel safe• Ability to communicate effectively to a wide range of audiences both orally and in writing.• Knowledge and experience of MS Office, Sharepoint and SIMS	<ul style="list-style-type: none">• Knowledge and experience of Excel• Knowledge and experience of UCAS• Strategies for improving student mental health in a school setting

Personal qualities and characteristics

Essential	Desirable
<ul style="list-style-type: none"> • Ability to inspire and motivate the students within the 6th Form • Energy, enthusiasm and stamina • Flexibility and determination • Ability to work under pressure, meet deadlines, and establish positive relationships with students, staff and outside agencies • Adherence to deadline and good timekeeper, flexibility at busy times • Discretion and confidentiality in dealing with colleagues and students. • Sense of humour • Strong 'presence' and ambassadorial skills • Commitment to the promotion of equal opportunity and be in support of the Christian ethos of the school • Commitment to promoting Fundamental British Values (FBV) • Common sense and a can-do attitude 	<ul style="list-style-type: none"> • Desire and capacity to progress to Senior leadership • Excellent health and attendance record

Specific to the post

Essential	Desirable
<ul style="list-style-type: none"> • Ability to adhere to and follow the school's policies and procedures • Ability to adhere to the school's Code of Conduct for adults 	