



## Head of Sixth Form Job Description

Type: Permanent  
Department: Academic  
Line Manager: Head of Secondary  
Functional Reporting: N/A

### Purpose of Role

The Head of Sixth Form will be a key member of the Secondary Leadership team. She will work closely with the Vice Principal (Secondary) to establish the systems, structures and processes to enable a smooth operation within Year 12 and 13. The Head of Sixth Form will assume responsibility for ensuring that high standards are met in this important area of the school. She will be a highly visible and engaging ambassador for the school and a credible role model. The Head of Sixth Form will promote the values, ethos and philosophy of the school and the vision and values set out by the school and ensuring Qatari National Identity and values are at the center of all we do.

### ISP Principles

**Begin with our children and students.** Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding and Health & Safety issues and acting and following up on all concerns appropriately.

**Treat everyone with care and respect.** We look after one another, embrace similarities and differences and promote the well-being of self and others.

**Operate effectively.** We focus relentlessly on the things that are most important and will make the most difference. We apply school policies and procedures and embody the shared ideas of our community.

**Are financially responsible.** We make financial choices carefully based on the needs of the children, students and our schools.

**Learn continuously.** Getting better is what drives us. We positively engage with personal and professional development and school improvement.



## Key Responsibilities

Responsibilities are summarised below:

### Strategic Direction, Development and Accountability

- As a member of the Secondary SLT to be involved in formulating, and having the responsibility of delivering, the strategic goals of the school.
- To develop and promote a vision for the Sixth Form that is innovative, irresistible and distinctive.
- To promote the highest standards of student attainment and achievement in the Sixth Form.
- To be a highly visible presence and lead by example, providing inspiration and motivation.
- To inspire a love of learning and pursuit of academic rigour through the Sixth Form
- To oversee the selection, training and development of the Senior Prefect Team
- To develop further opportunities for student leadership.
- To line manage the Careers/University Counsellor and have oversight of the university-application process, including proactive management of the application and reference-writing process to ensure that all pupils are fully supported with their applications and to ensure that appropriate arrangements are in place for pupils to be advised about university places and other career opportunities.
- To ensure there are programmes in place to support applications to Medicine/Dentistry, international applications, Oxbridge and employment routes.
- To engage parents on university applications and ensure they are fully informed about the process and decision-making timeline.
- Along with the Careers/University Counsellor to continue to embed Unifrog throughout the senior school.
- To arrange with the Careers/University Counsellor for pupils to have the opportunity to visit careers fairs and universities as opportunities arise.
- To arrange guest speakers from different industries to aid with careers and university choices.
- To inspire and enthuse members of the team, with a clear vision for the direction of the Sixth Form.
- To implement innovative initiatives to contribute to student success and wellbeing.
- To ensure that school's policies and strategies are embedded in the Sixth Form.
- To produce an annual Sixth Form review and strategic plan for improvement.
- To ensure the health and safety of pupils and staff within Sixth Form areas.
- To establish and maintain a climate within the Sixth Form of positivity and inclusivity where pupils feel safe and secure, ensuring excellent behaviour and progress.
- To oversee pupil progress within the Sixth Form and lead on data discussions to ensure appropriate interventions are in place.
- To ensure the Sixth Form provides the best possible educational experience both in and out of the classroom.
- To plan and organise Sixth Form events with the prefects and tutors
- To oversee the peer mentor scheme.

**Website: [www.durham.edu.qa](http://www.durham.edu.qa) | Email: [infor@durhamqatar.com](mailto:infor@durhamqatar.com) | Phone: +974 4036 2938**



### Leadership and Management

- To be responsible for the day-to-day organisation and management of the Sixth Form staff and pupils.
- To lead and manage the Sixth Form team, in liaison with the Deputy Head (Pastoral).
- To deal positively and proactively with parents and pupils and address any concerns or complaints effectively and in a timely manner.
- To oversee the budget for Sixth Form
- To provide support for students at A Level and GCSE results days, in conjunction with appropriate colleagues, including the provision of necessary counsel in the days after the publication of results.
- To organise and oversee Year 11 options evening, as well as relevant parents' evenings.
- To coach and performance manage tutors to improve their performance and to support their career development
- To support the team to respond effectively to challenging circumstances and changes within the school
- To empower staff to develop their leadership potential by delegating tasks effectively
- To lead regular pastoral meetings and attend sHoD and data meetings as required
- To monitor and advance the academic attainment of students in the Sixth Form
- To work closely with the Vice Principal and Deputy Head (Academic) to monitor and evaluate teaching and learning within the Sixth Form.
- To ensure analysis of data for Year 12 and Year 13 at regular intervals, working closely with the Deputy Head (Academic) and others, to ensure meaningful and effective intervention.
- To proofread Sixth Form reports
- To review references for pupils

### Admissions and Marketing

- To liaise with relevant staff to ensure Year 11 retention.
- To support the marketing of the Sixth Form through attendance and, where required, presentations at events including Open Mornings and online events.
- To contribute to marketing materials
- To work with Admissions and be involved in the interviewing of potential new pupils into the Sixth Form and assess suitability for chosen courses

### Pastoral Care

- To act as one of the DSLs for the school
- Along with the Deputy Head (Pastoral) and Deputy Head (Wellbeing), to ensure the highest standard of pastoral care for Sixth-Form students through an effective system to support the physical, mental, and social wellbeing of the pupils.
- Plan a programme to be used in Form time that is relevant to the focuses of the Year groups – Year 12 and Year 13
- To promote, support and encourage appropriate standards of behaviour, dress and relationships of all in the Sixth Form.
- To be responsible for the day-to-day management of staff in their pastoral roles, and to act as a positive role model.

Website: [www.durham.edu.qa](http://www.durham.edu.qa) | Email: [infor@durhamqatar.com](mailto:infor@durhamqatar.com) | Phone: +974 4036 2938



- To undertake investigations into disciplinary matters as needed, liaising with the Deputy Head (Pastoral) and Vice Principal where appropriate
- To lead assemblies, encourage full attendance at all lessons and pupil participation in other aspects of school life
- To monitor attendance and punctuality within the Sixth Form and contact parents if either of these becomes a concern.
- To have good lines of communication with the parents/guardians in the Sixth Form.
- To review PSHE delivery with the PSHE Coordinator to make sure it remains relevant and effective.
- To celebrate pupil success within the Sixth Form.

### Skills, Qualifications and Experience

- Bachelor's degree in teaching from an accredited institution
- Post Graduate Certificate in Education
- Required teaching certification for Qatar MOEHE
- Meet professional teacher education requirements of school
- Child Care and Protection
- **Experience:** Minimum 3 years' relevant experience

### ISP Leadership Competencies

- **Collaboration.** Takes an active part in leading their school or region; is cooperative and a genuine team player, developing positive, supportive relationships with colleagues to solve problems and maximise opportunities.
- **Learning & Getting Better.** Continually demonstrates personal commitment and passion for learning and getting better using evidence and feedback; supporting others in their continual learning, development and growth.
- **Innovation Leadership.** Is good at creating an environment where ideas for learning initiatives and services are generated and is able to motivate and inspire others through the process of creation through to completion.
- **Outcome driven.** Can be counted on to find solutions. Is consistently looking to exceed goals and is focused on KPIs.
- **Resilience.** Can deal with setbacks and challenges calmly and effectively.
- **Community Focus.** Is committed to meeting and exceeding the needs and expectations of our students and their families.
- **Integrity & Ethical Management.** Has the ability to work ethically and with integrity; helps others feel valued; upholds and models the ISP Vision, Purpose and Principles.

Website: [www.durham.edu.qa](http://www.durham.edu.qa) | Email: [infor@durhamqatar.com](mailto:infor@durhamqatar.com) | Phone: +974 4036 2938



### ISP Commitment to Safeguarding Principles

ISP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders are subject to appropriate vetting procedures, including an online due diligence search, references and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history.

### ISP Commitment to Diversity, Equity, Inclusion, and Belonging

ISP is committed to strengthening our inclusive culture by identifying, hiring, developing, and retaining high-performing teammates regardless of gender, age, disability status, neurodivergence, socio-economic background or other demographic characteristics. Candidates who share our vision and principles and are interested in contributing to the success of ISP through this role are strongly encouraged to apply.

The above is not an exhaustive list. Applicants must be willing to undertake other reasonable duties as requested by the Vice Principal and any duties that the Principal deems necessary for the effective operation of the school

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_