

HEAD OF SIXTH FORM JOB DESCRIPTION

Job Title:	Head of Sixth Form
Line Manager:	Head of Upper School (Functional) / Director of Studies (Operational)

Purpose of Job

- To take the lead and set up the Sixth Form centre in both the Harrow International School Shenzhen and Harrow Innovation Leadership Academy Shenzhen, located in Shenzhen Qianhai.
- To ensure that the high-quality delivery of the Sixth Form curriculum reflects the aims, expectations, ethos and standards of the school.
- To ensure that students make excellent progress in the Sixth Form.
- To ensure that the academic and careers guidance provided to students and their families allows them to make confident, informed, and ambitious plans for their futures after Harrow Shenzhen.
- Working with the Upper School University Counsellor as the team expands, ensure that students are afforded every opportunity to secure places at world class universities around the world.

Duties and Responsibilities

Academic Provision

- Liaise with the Head of Upper School, the Director of Studies, Heads of Faculty and Hm's to ensure that all data held on Sixth Form students is well used and clearly understood.
- Working with HoUS / HoFs, DoS, monitor the quality of learning experienced by the Sixth Form.
- To use both of the above, to identify potential underachievement with a view to co-ordinating improvement strategies in conjunction with other leaders. To use this is fully evaluated to ensure that actions are impactful.
- To ensure that the Super Curriculum and Scholars' Programmes fully reflect and match the interest, passions and development needs of students.

University and careers

- Ensure that the School Leadership Team and staff are advised regarding national and international developments with reference to university policies, careers and specific areas of Sixth Form curriculum.
- To have responsibility for the progression of Sixth Form students to world class universities, through a carefully mapped programme of advice, guidance and opportunity.
- Lead and manage the UCAS process as well as guidance work for US, Australian, Canadian and other world-class universities
- Lead and manage the work of the University Counsellor as the team expands, ensuring that the school has the requisite up-to-date professional knowledge and suitable networks across the globe.
- Develop the creation and functions of an engaging alumnus for Harrow Shenzhen.

Administration

- Contribute to school development, planning and review.
- To work alongside the Head of Upper School to oversee the external application process of students into the Sixth Form.
- Respond appropriately to parental contacts as necessary.
- Build and maintain effective relationships with the wider community.
- Attend regular meetings of the Upper School Senior Management Team.
- Organise, attend and assist with school functions, open to parents and members of the public.
- Manage the school's Graduation and certification processes.
- Contribute to the production of school publications and marketing materials.

General

- In terms of academics and student progress, to lead and guide the team of tutors. This includes the giving of clear direction and guidance and honest dialogue in order to ensure a high quality of delivery.
- To undertake an appropriate programme of teaching.
- To line manage the school University Counsellor when onboard as the team grows.
- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school.

Safeguarding

- Commitment to safeguarding and promoting the welfare of children and young people, through own professional vigilance and in support of other colleagues in ensuring that risk to children is appropriately identified, assessed and acted upon.

Personal Specification

Experience

Essential

- At least 3 years teaching experience with evidence of securing the very highest student outcomes
- Working knowledge of the National Curriculum of England including KS3, IGCSE/GCSE and A Levels as appropriate
- Evidence of relevant and challenging continuing professional development
- Experience and knowledge of university guidance and application processes
- Experience of leading or co-ordinating the work of other professionals

Desirable

- Experience of working in an international school context and / or experience of university guidance for non-UK destinations
- Experience in co-ordinating or delivering a Careers Education Programme and / or university fairs

Qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Substantial and recent professional development, relevant to post

Personal qualities and behaviours

- Be a role model for staff and students
- Be highly motivated, ambitious, highly collaborative or also willing to take initiative
- Have high levels of honesty and integrity in aspects of their role
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes
- A positive and solution-focused attitude to working life
- Highly motivated, ambitious and collaborative
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

Skills and knowledge

- Highly effective communication, organisational and interpersonal skills
- Strong knowledge of university systems and global employment trends
- Understands, in practice, the dual importance of academic excellence coupled with the development of the whole child
- High level of emotional intelligence, as well as a good sense of humour
- Unequivocally clear as to what excellent Post 16 practice looks like

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service, and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.