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| **Job Description for**  **Assistant Head (Head of Sixth Form)** | UCS_RGB |

**Overview**

The Head of Sixth Form plays a crucial role in the day-to-day running, and the strategic development, of the school. She/he is responsible for the academic and pastoral development of, and support for, pupils in Years 12 and 13. She/he is therefore responsible for ensuring that the post-16 provision at UCS continues to be distinctive, innovative and the post-16 Sixth Form of choice for our own Year 11 pupils as well as those seeking to join the school after GCSE.

At the same time, the Head of Sixth Form is responsible for ensuring that the Sixth Form is connected to the Lower School (Years 7 and 8) and Middle School (Years 9 – 11) and that there is continuity into the Sixth Form for pupils with regard to expectations and ethos.

As a member of the school’s Senior Leadership Team, the Head of Sixth Form will attend SLT meetings, and meetings with the Deputy Heads and other Assistant Heads. She/he will contribute to the development of whole-school strategy and take responsibility for specific elements of the school development plan. It is expected that the Head of Sixth Form will take an interest in and attend events involving sixth form pupils.

The Head of Sixth Form also attends Academic Board, Academic Strategy Group and Pastoral Committee meetings as an ex officio member of each group. In addition, the Head of Sixth Form has weekly meetings with the Deputy Head Academic and Deputy Head Pastoral.

The Head of Sixth Form reports to the Deputy Head Academic, and through him to the Headmaster.

This is an excellent opportunity for the successful candidate to gain experience at senior leadership level and we would see that candidate as someone likely to be seeking a Deputy Headship or Headship in due course.

**Key Responsibilities**

1. **Strategic Development of the Sixth Form**

* To develop a strategic vision for the UCS Sixth Form informing and informed by the School Development Plan
* To keep abreast of current academic and pastoral issues pertinent to the Sixth Form, attending training courses, meetings and conferences
* To foster an ethos of academic aspiration and scholarship which ensures that all Sixth Form pupils achieve their potential
* To promote the values of responsibility and resilience, helping UCS Sixth Form pupils develop self-confidence, self-esteem and a commitment to the school and wider community so that they are well equipped for life after UCS

1. **Academic, Curriculum and Higher Education**

* To monitor the overall academic progress of all pupils in Year 12 and 13 in conjunction with the Deputy Head Academic and Deme Wardens (Housemasters/mistresses)
* To ensure that all Sixth Form pupils understand the higher education options open to them and the implications of and opportunities arising from their decisions
* To ensure that pupils are well supported as they move through the UCAS application process, including Oxbridge and applications to international universities and colleges
* To direct Heads of Departments in matters regarding higher education applications
* To oversee the Bridge-U information platform and to circulate information and updates on applications as appropriate
* To support the Head of Academic Enrichment in the continued development of a programme of academic enrichment

1. **Pastoral**

* To assist Deme Wardens with the pastoral care of Years 12 and 13
* Responsibility for Sixth Form punctuality, discipline, behaviour and dress as directed by the Deputy Head Pastoral
* To monitor patterns and trends in pastoral provision
* To encourage pupils in Years 12 and 13 to take full advantage of the many opportunities arising both in and outside school
* Day-to-day management and development of the Sixth Form Centre as a welcoming, and practical space promoting both independent study and social cohesion
* Oversight of co-curricular and social activities for Year 12 and 13 pupils
* To support cultural, sporting and other activities in which Year 12 and 13 pupils are involved

1. **Line Management and Communication**

* To lead and line manage the Sixth Form Team
* Line-management of Year 12 and 13 form tutors regarding support for pupils’ higher education applications
* Organisation of regular Year 12 and 13 tutors’ meetings in order to ensure that tutors are well-informed and to facilitate the sharing of best practice in post-16 form tutoring
* Liaison with the Coordinator of Careers to ensure continuity of appropriate careers advice provision for Years 12 and 13
* Liaison with the Coordinator of PSHE to ensure appropriate PSHE coverage for Years 12 and 13
* Liaison with the Deputy Head Academic, Director of Partnerships and Public Relations and the Head of Academic Enrichment regarding the Sixth Form Academic Enrichment and the Partnerships Programme

1. **Events**

* Assistance with the Sixth Form admissions process, including meeting prospective families and interviewing candidates
* Attendance at Sixth Form subject options events for Year 11, including giving presentations to parents and pupils as required
* Organisation of events and activities for Year 11 pupils in local schools (e.g. university information)
* The induction for pupils new to Year 12, including organisation of the annual post-GCSE taster week
* Oversight of Sixth Form assemblies
* Organisation of Beyond UCS and Oxbridge information events
* Organisation of leavers’ events

**Person Specification**

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| **Skills and Attributes** | **Required** |
| Experience/Knowledge | Significant previous experience of middle management in a pastoral or academic role  Awareness of issues specific to the Sixth Form years, including UCAS  Evidence of involvement in co-curricular activities, and an awareness of their importance  Involvement in admissions procedures (desirable)  Involvement in, and awareness of, Sixth Form subject guidance |
| Skills/Abilities | Able to build positive relationships with colleagues  Able to maintain both verbal and written communication with a wide variety of stakeholders, including parents, pupils, SLT and Deme Wardens  A genuine interest in young people and in particular the ability to communicate effectively with the 16-18 age group  Excellent interpersonal skills  Understanding and experience of safeguarding and/or a willingness to learn |
| Personal Qualities | Ability to prioritise/organise workload  Adaptable, flexible, collaborative and innovative approach to work  Ability to be a self-starter, whilst working within the current academic and pastoral structures  Attention to detail and accuracy  A charismatic personality with the ability to lead and inspire |

MJB 10.10.18