

JOB DESCRIPTION

Head of Sixth Form

September 2021

NAME: XXXXXX

POST: Head of Sixth Form

RELATIONSHIPS:

The post holder is accountable to the Head in all matters relating to this post. The post holder will work closely with the Deputy Head Pastoral, House Staff and Sixth Form Centre Tutors and support the team when necessary.

PURPOSE OF ROLE:

The Head of Sixth Form is the “figurehead” for the Sixth Form, the most prestigious year groups in the School. The Head of Sixth Form sets the tone for these year groups and oversees the pastoral and academic wellbeing of the Sixth Form. The Head of Sixth Form is responsible for overseeing the day to day running of the Sixth Form Centre with support from the House staff and Sixth Form Centre Tutors as well as promoting the Sixth Form at Godolphin. In doing so the Head of Sixth Form ensures that there is an excellent work ethic which will enable the students to achieve their full potential whilst ensuring that the whole school aims are met and that the Godolphin sixth form experience is valued and appreciated by the students. The Head of Sixth Form is mindful of the health and wellness of all Sixth students and has an overview of each individual's needs.

The Head of Sixth Form will be a member of the Senior Management Team. The Head of Sixth Form will report directly to, and meet with, the Head regularly.

MAIN DUTIES & RESPONSIBILITIES:

1 Professional Duties

The following duties shall be deemed to be included in the professional duties that you may be required to perform:

1.1 Teaching

- 1.1.1** planning and preparing courses and lessons;
- 1.1.2** teaching, according to their educational needs, the students assigned to you, including the setting and marking of work to be carried out by the students;
- 1.1.3** assessing, recording and reporting on the development, progress and attainment of students;

1.2 Other Activities

- 1.2.1** promoting the general progress and health and wellness of students and any class or group of students assigned to you;
- 1.2.2** providing guidance and advice to students on educational and social matters;
- 1.2.3** making relevant records and reports;
- 1.2.4** making records of and reports on the personal and social needs of students;
- 1.2.5** communicating and consulting regularly with the parents of students;
- 1.2.6** communicating and co-operating with persons or bodies outside the School as appropriate;
- 1.2.7** participating in meetings arranged for any of the purposes described above;
- 1.2.8** participating in the running of after school clubs, organising and/or attending school trips, assisting with and/or attending tournaments, competitions and matches, participating in such other school events as the Head may require both inside and outside of the United Kingdom;

1.3 Assessments and Reports

providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of students;

1.4 Appraisal

participating in any arrangements for the appraisal of your performance and that of other teachers;

1.5 Review: Further Training and Development

- 1.5.1** reviewing from time to time your methods of teaching and programmes of work;
- 1.5.2** participating in arrangements for your further training and professional development as a teacher;

1.6 Educational Methods

advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

1.7 Discipline, Health and Safety

maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere;

1.8 Staff Meetings

participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements;

1.9 Cover

supervising and so far as practicable teaching any students whose teacher is not available to teach them;

1.10 Public Examinations

participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations;

1.11 Management

1.11.1 contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers;

1.11.2 co-ordinating or managing the work of other teachers;

1.11.3 taking part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School;

1.12 Administration

1.12.1 participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material;

1.12.2 attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.

ADDITIONAL DUTIES SPECIFIC TO POST:

- To line manage the Assistant Head of Sixth Form, Head of Bright Futures, Sixth Form Housemistresses (with the Pastoral Deputy) and Sixth Form Tutors
- To ensure standards of behaviour are high and the contribution of the Sixth Form to the whole School is recognised and appreciated
- To attend/visit school, career evenings and other publicity events to promote the Godolphin Sixth Form
- Lead on the production of all promotional literature relating to the Sixth Form
- Lead on maintaining the Sixth Form section of the website
- To lead on the New Students Information Booklet for the Sixth Form
- To work with Heads of Year in promoting the Sixth Form within and beyond the School
- To assist the Head in interviews and scholarships for Sixth Form entry
- Assist the SMT in the selection and training of Prefects
- To assist the Head in interviews for Head Girl and Deputy Head Girl
- To oversee arrangements for Supervised Study
- To oversee the Sixth Form Elizabeth Godolphin Award Programme (although produced by the Assistant Head of Sixth Form) and its continued development
- Assist the Academic Deputy with all matters relating to the academic monitoring of the Sixth Form, options choices going into L6 and U6 and reports
- To work with tutors in managing and preparing references for university applications to be approved by the Head and to assist the Oxbridge Coordinator and Head in coordinating Oxbridge applications and, in liaison with the Oxbridge Coordinator and relevant Heads of Department, to assist in preparing Oxbridge candidates for any admissions tests and interviews
- Co-ordinate the UCAS process, communicating effectively with all stakeholders at appropriate times
- Liaise with the Head of Scholars/Oxbridge Coordinator/Head of Careers with the Gifted and talented programme for Sixth Form students and with Oxbridge/Medical preparation

- Organise ad hoc Sixth Form taster days; induction days; 'Living Together, Working Together' and Sixth Form 'Discovery Days' for Fourth Years and a Fifth Year programme in the Summer Term
- Liaise with the Housemistresses to organise Sixth Form Functions such as Leavers' Ball, Leavers' Day, Sixth Form end of year photos, Reunions and assist with Careers Conventions
- Attend regular Sixth Form 'Care Meetings' and create and update the relevant care plans. This includes communicating information to relevant parties and updating Scoolbase regularly.
- Organise the Higher Education Information Evening
- Assist the Academic Deputy in running the Sixth Form Information Evening
- Organise and Chair the Sixth Form Centre weekly meetings
- Seek ways of developing the leadership opportunities available to the Sixth Form, to include peer mentoring
- Lead on the drive to increase the proportion of girls choosing to stay at Godolphin for the Sixth Form and introduce initiatives to help achieve this
- Organise and chair meetings with the Lower Sixth and Upper Sixth tutors
- Organise the rota for the tutors' Sixth Form Centre Duties

GENERAL:

- To promote and support Godolphin's culture of 'Friendship, Encouragement, Support and Mutual Respect' and encourage staff and students to follow this example.
- To promote and safeguard the welfare of students in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the School Business Manager at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.

- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION:

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the School. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

Signed: Date:

Post Holder

Signed: Date:

Head

One copy to be retained by member of staff and one kept on the employee's file.

Godolphin School Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Students Following the latest Safeguarding Children Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974.



DEPARTMENT OVERVIEW

The sixth form team includes a wide range of staff, from the tutor team (usually between 10-15 tutors) the staff members of School House and Jerred House, the Assistant Head of Sixth and the Head of the Bright Futures programme.

The sixth form houses are a hive of activity, and enthusiasm, with key events such as Socials, Balls, 'Ents', Debating, Seminar Society.

The Elizabeth Godolphin Award is a key programme for all Sixth Form students, currently organised by the Assistant Head of Sixth. This scheme runs throughout the year and involves a menu of activities and events that develop the transferable skills and soft skills required to lead successful lives.

PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	1. Degree level education 2. GCSE English/Maths Grade C or above, or equivalent	3. Qualified Teacher Status	Application Form Original Certificates
Work Experience	4. Pastoral and Academic management/leadership experience 5. Working with children	6. Previous experience in Independent Schools 7. Experience of contributing on a strategic level	Application Form References
Communication Skills	8. Excellent communication skills, particularly written English 9. Accuracy and attention to detail 10. Excellent telephone communication skills	11. Liaising with parents and professional agencies 12. Verbal communication with students	Application Form Person Specification Statement Lesson observation
IT Skills	13. Good all round IT skills 14. Ability to work with all MS Office applications	15. Use of School Base 16. Use of HR Online	Application Form Skills Test
Personal Qualities or Skills	17. Good organisational skills, able to manage a range of competing demands 18. Proactive, able to think laterally when required 19. Adaptable and flexible 20. Positive team player	21. Good sense of humour 22. Full clean driving licence	Application Form Driving Licence check