



**Assistant Head,**

**Head of Sixth Form**

**Position/Job Title**

Assistant Head, Head of Sixth Form

**Reporting to**

Head of Senior School as a member of the Senior School Leadership Team (SSLT)

**Duties**

The Head of Sixth Form will lead and manage the day-to-day matters of Years 12 and 13 of the Senior School. S/he should be an adaptable and innovative leader, an excellent motivator, communicator and administrator, and should be capable of managing key aspects of an expanding and high-profile British-style international school. S/He should have a confident understanding of the key issues facing pupils moving into the 21st Century workplace, with a particular sensitivity to the factors influencing decisions for pupils in the U.A.E. and beyond. S/he should be able to provide professional leadership and guidance of academic matters to enable the effective development of the Senior School of the College (Year 6 upwards), its staff and pupils.

**Skills**

* Possess excellent communication skills and be professional and confident in communicating with all school stakeholders and external agents
* Have the ability to demonstrate outstanding relationships with pupils
* Possess excellent skills in academic leadership
* Be able to provide support, guidance and leadership to the Senior School academic departments
* Be understanding of the needs and issues facing all stakeholders within the school community
* Be an exceptional organiser and administrator
* Be IT competent
* Possess powers of diplomacy and persuasion
* Have the ability to develop and foster teamwork
* Be competent in monitoring and evaluating teams and individuals
* Have the ability to think strategically and to contribute to the strategic development of the Senior School
* Be persistent and see tasks through from beginning to end

**Responsibilities**

* Oversight of teaching and learning in Years 12 and 13 of the Senior School
* Oversight of academic progress and interventions in Years 12 and 13 of the Senior School
* Oversight of matters pertaining to accreditation and High School Equivalency in the U.A.E. and internationally
* Leadership of the transition process into and during Year 12
* Leadership of the UCAS/University Application processes for all stakeholders
* Assist Deputy Head Pastoral in the leadership of Housemasters/mistresses and Sixth Form Tutor Teams
* Assist the Deputy Head Academic in curriculum design and timetabling for the Senior School
* Assist the Deputy Head Academic in the leadership of the effective use of MIS (ISAMS) for academic monitoring
* Co-ordinate all matters pertaining to external benchmarking systems (PISA, TIMSS etc.)
* Liaise with College Leadership Team on pupil admissions
* Liaise with parents and outside agencies, as appropriate, to develop positive relationships within and outside of the College community
* Participate in the induction process of new teaching staff by introducing policies and practices
* Contribute to the realisation of the College aims
* Contribute to the effective performance of the Senior School Leadership Team (SSLT)
* Contribute to College-wide as well as Senior School strategic planning, as appropriate

**Formal Qualifications/ Experience**

**Essential**

A good UK Honours Degree (or equivalent) and PGCE (or equivalent)

A distinguished record of teaching and middle/senior management experience

A strong record of professional development

A strong record of pastoral and/or curriculum leadership

**Desirable**

A Masters-level or equivalent degree in Education or Educational Leadership

Experience of teaching in the Middle East/U.A.E in a British curriculum setting