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| T:\WholeCollege\!!BISHOP'S STORTFORD COLLEGE  LOGO FILES 2013\1 BSCollege logos\BSCollege_colour_landscape.jpg  Job Description | | | |
| Job Title Appointment: Head of Sixth Form | | Grade/Spine Point:  **Competitive rate for role** | Salaried/Waged Appointment:  **Salaried** |
| Establishment Details Governing Council Approval: **1st September 2007**  Staff Position Number: **TBC** | | | |
| Responsibility for Completion and Amendment:  **Headmaster** | | | |
| Date Implemented:  **1st September 2010** | Review Date:  **On Going** | | |
| Line Management:  **Senior School Headmaster**  **Post Holder** | | | |
| Subordinate Staff:  **Deputy Head of Sixth Form**  **Assistant Head of Sixth Form**  **Sixth Form Team Members**  **Sixth Forms Tutors** | | | |
| Main Duties:  **See Attached Sheet** | | | |
| Technical Duties: (where appropriate)  **Not Applicable** | | | |
| Other Tasks/General Duties:  **See Attached Sheet** | | | |
| Qualifications/Experience/Training/Competences:  a. Essential: **See Person Specification**   1. Desirable: **See Person Specification** | | | |

Signed: J. Gladwin

Appointment: Headmaster, Bishop’s Stortford College Date: 12/01/15

## BISHOPS STORTFORD COLLEGE

## MAIN DUTIES OF THE HEAD OF SIXTH FORM

###### General

The Head of Sixth Form oversees all aspects of Sixth Form life with particular emphasis on the academic and personal development of Sixth Formers. Much of the day-to-day pastoral care of Sixth Formers is delegated to House Masters and Mistresses and the House structure.

The Head of Sixth Form directs the on-going development of the identity of the Sixth Form as a distinct part of the greater whole of the College, while also articulating the vision of a successful Sixth Form to the school, to parents and more widely to the local, national and international community.

**Communication**

* To advise the Headmaster on all matters concerning the Sixth Form.
* As a member of the SMT to liaise with the Headmaster, Deputy Heads and others in ensuring the efficient running of the Sixth Form.
* To liaise with the Housemasters/Housemistresses (HsMs), Heads of Department (HoDs), Head of HE and Careers and parents.
* To prepare press releases and other publicity material in liaison with the Marketing Co-ordinator. To oversee Sixth Form website development. To oversee the creation of the Sixth Form Guide and the A-level choices booklet.
* To read and check end-of-term reports for Year 12 or 13 and write an end-of-term “Head of Sixth Form” Report on each pupil (the Headmaster does the same for the other year group).
* To oversee, with the Deputy Head (Academic) and HsMs, Sixth Form Discipline.
* To ensure arrangements for A-level, GCSE results days are smooth running and effective in liaison with the Examinations Officer and the Marketing Department, and HE and Careers.
* To present Leavers’ Certificates on Speech Day.

**Academic**

* To oversee all matters of Sixth Form academic administration.
* To attend HoDs' Meetings and Academic Committee Meetings.
* To be a member of the College Appraisal.
* To take part in regular Work Scrutiny exercises as directed by the Deputy Head (Academic)
* To monitor the effectiveness of departments in the delivery of A-level specifications and the preparation of students for exams. This includes discussing annual departmental reviews with HoDs, as required by the Headmaster.
* To monitor Sixth Form pupils' academic progress and identify successes and concerns; to relate these internally to colleagues as well as to parents and guardians.
* To oversee arrangements for exam practice and centralised coursework and revision sessions (in addition to those organised internally by HoDs).
* To oversee the transition of Lower Sixth Formers into the Upper Sixth, or to make arrangements for alternatives for those who require it.
* To ensure all records are kept up-to-date.
* To oversee the collation of grades at Half Term and End of Term, to manage the award of Commendations and oversee the dissemination of this information to pupils.
* To oversee all elements of Oxbridge preparation and the Oxbridge team; to oversee all elements of the preparation of medical/veterinary science applicants.
* To manage the Sixth Form Pathways Programme.

**Management**

* To co-ordinate the work of the Sixth Form Tutors and the delivery of the tutor programme.
* To co-ordinate the activities of the other members of the Sixth Form team (currently comprising a Deputy Head of Sixth Form and further members of the team).
* To run the Leadership Training course, and to provide guidance and support to Joint Heads of School and Prefects.
* To be involved in staff appointments, as directed by the Headmaster.
* To set and manage the Sixth Form budget each year.

**Recruitment and Retention**

* To proactively assist in ensuring good retention of Year 11 pupils and to be involved in all recruitment exercises, including overseas fairs where necessary.
* To co-ordinate with the Deputy of Academic the transfer of the College’s Year 11 pupils into the Sixth Form; to organise various transfer publications and meetings, including Sixth Form Open Mornings and Testing Days; to articulate the College’s vision at such meetings.
* With the assistance of members of the Sixth Form team, to interview all Upper Fifth Form pupils with regard to their entry to the Lower Sixth.
* To co-ordinate the arrangements for the New Entry to the Sixth Form and to oversee this aspect of the Admissions’ Secretary’s work.
* To arrange and administer: the Sixth Form Induction Course; Interview Training; the University Introduction Evening for pupils and parents.

**Higher Education and Careers**

* To ensure that appropriate UCAS and Careers advice is delivered to pupils, in liaison with Tutors and the HE and Careers Department; to attend weekly meeting with the HE and Careers Department; to line manage the Head of HE and Careers (delegated responsibility from the Headmaster.
* To oversee Sixth Form HE and Careers Parents’ Meetings.
* To co-ordinate arrangements for the completion of UCAS entry forms and the writing of references and personal statements.
* To oversee the weekly publication of The Sixth Form Bulletin to tutors.

**Social**

* To oversee the running of the Sixth Form Centre and all Sixth Form social events.
* To ensure good and cohesive relationships between all Sixth Formers, and, in particular, to ensure the two year groups bond effectively to the greater benefit of both.

#### Additional Duties

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves.

Tasks delegated by the Headmaster which are within your experience, ability or grade.

###### Safety, Health, Environment and Fire

The job holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses on the day they occur to the line manager.

The job holder is not to interfere with or misuse any equipment provided, in accordance with the act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

**Equality and Diversity**

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status or other reason. The job holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

**Data Protection**

The College attaches the greatest importance to the way personal data and sensitive personal data is held and used by the organisation and all members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection. All data should be treated as confidential and should only be disclosed on a need to know basis. The job holder has a responsibility to comply with the College Data Protection policies and procedures and all data is to be processed in a fair and lawful way.

**Employment Terms and Conditions**

Full details of the terms and conditions are set out in a separate booklet that will be issued with this job description. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to take into account the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

**Person Specification: Head of Sixth Form**

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| **Category** | **Essential Job**  **Requirements** | **Desirable Job Requirements** | **Method of Testing** |
| **Job Related Skills**  **and Knowledge:** | * Excellent classroom practitioner, suitably qualified and experienced, with particular experience of Sixth Form and A-level teaching. * to be able to work in an independent school Sixth Form. * Close knowledge and experience of UCAS and the world of university application. | * Experience of budget management. * Experience of Oxbridge and/or Medical applications. * Experience of EPQ or other independent studies programmes. * Experience of academic data management and pupil tracking. | Covering Letter, CV, Application Form and Interview. References.  Covering Letter, CV, Application Form, References and interview.  Covering Letter, CV, Application Form, References and interview.  Covering Letter, CV, Application Form, References and interview. |
| **Education and Qualifications:** | * Graduate of recognised British university or international equivalent. * A commitment to develop as a school leader. | * Post graduate qualification in education. * Evidence of recent professional development. | Certificates. |
| **Additional Skills:** | * Excellent Communication skills. * Strong organisational abilities. * Calmness under pressure. * Creative approach to problem solving. * Tact and diplomacy when dealing with challenging situations. * Flexibility. | * An interest in and experience of a range of extra-curricular activities. * Good ICT skills. | Covering Letter, CV, Application Form, References and interview |
| **Personal Qualities:** | * A sense of humour. * Energy and commitment. * Loyalty. * Empathy with collegiate approach to management. * Ability to build constructive relationships with colleagues, students and parents. * Resilience |  | Covering Letter, CV, Application Form, References and interview. |
| **Other Requirements:** | * Able to work in a non-smoking environment. * Successful candidate requires DBS Clearance. |  | Interview and References.  Application arranged and funded by College. |