



JOB DESCRIPTION

Job Title:	Head of Sixth Form
Reports to:	Headteacher
Any Direct Reports:	EPQ Supervisor, UCAS Supervisor, Sixth Form Tutors
Key responsibilities: <p>The Head of Sixth Form plays a crucial role in shaping the academic and personal development of our students. The successful applicant will lead the Bedian Virtue Programme, that fosters the College ethos in all students. Key responsibilities also include overseeing the day-to-day operations of our Sixth Form, providing strategic leadership, and fostering an environment that encourages academic excellence, personal growth, and wellbeing. Additionally, this role involves being a point of contact for students, parents, and alumni, fostering positive relationships, and ensuring a supportive and inclusive learning environment. The Head of Sixth Form has a unique opportunity to inspire and guide the next generation of Bedians as they prepare for their future endeavours, making a significant impact on their educational journey.</p>	
Responsibilities: <ul style="list-style-type: none">● Providing an engaged and proactive lead to Sixth Form Tutors and to develop a good knowledge of the students in the Sixth Form, so as to provide appropriate help, support and guidance where necessary;● Playing a leading role in a recruitment to the Sixth Form, both for internal and external applicants;● Be a member of the Safeguarding Team and train as a DSL.	
Pastoral Care <ul style="list-style-type: none">● Modelling very high standards of professional conduct and setting an example for colleagues and students alike, to foster a climate of aspiration and high achievement;	

- Being a regular and visible presence around the College throughout the day, actively engaging with students, building appropriate relationships and modelling a proactive approach to pastoral care and discipline;
- Supporting and guiding Sixth Form Tutors in the pastoral provision for their form groups;
- Monitoring attendance and punctuality of the Sixth Form students, contacting parents if a persistent problem occurs;
- Monitoring the welfare, behaviour and academic progress of all of the students within the Sixth Form;
- Arranging meetings with individual parents in matters relating to discipline, academic performance, university application concerns or the general pastoral welfare of a student;
- Working with the Academic Deputy Head to track the progress of all students in the Sixth Form and offering / helping to facilitate appropriate mentoring support to students based upon their behaviour and academic record, as and when appropriate;
- Sharing information and working with Heads of Department, Learning Support, the College Matron and Subject Teachers to monitor and support students;
- Liaising with the Headteacher to elect suitable candidates for the Head Girl & Boy, along with Sixth Form Prefects;
- Organising Sixth Form Masses, assemblies and social events

Line Management of Form Tutors

- Line managing, supporting, supervising and advising Sixth Form Tutors;
- Chairing frequent Form Tutor meetings throughout each term;
- Facilitating Sixth Form Tutors' professional development and helping to organise appropriate in-house CPD;
- Overseeing the provision of co-curricular activities for the Sixth Form;
- Assisting in the induction of new staff into the role of Sixth Form Tutor.

Academic Duties

- Advising students upon appropriate Sixth Form pathways, along with Head of Careers;
- Liaising with the Academic Deputy Head upon all academic matters affecting the Sixth Form;

- Reviewing and signing all academic reports for students in the Sixth Form, adding a summative comment to each full written report;
- Organising meetings with parents, Form Tutors and other relevant colleagues when there are matters of concern;
- Organising the Higher Education and post examination processes, as well as information events for students and their families regarding making UCAS applications and the preparation of candidates for entry to Oxbridge, overseas courses and a range of specialist courses;
- Be available for incoming and current members of the Sixth Form and their parents in the period running from the day before the GCE results are published up to the beginning of the Autumn Term.

Communication

- Proactively communicate entry options (GCE, BTEC, EPQ, etc.) to prospective families;
- Organise and deliver a programme of guidance relating to Higher Education (e.g. Higher Education evenings, University visits, mock interviews, etc.);
- Work with the Librarian (who is also the College's Careers Officer) to provide engaging and informative events for students and their families;
- Work closely with the Head of Year 11/Upper Fifth to ensure the retention of pupils and their smooth transition to the Sixth Form, as well as the annual significant recruitment of external arrivals to the Sixth Form;
- Promote excellent communication between the College, its students and home;

Other responsibilities

- Developing Outreach and other volunteering opportunities for students in the Sixth Form, as and when appropriate;
- Providing reports to the Governors as appropriate;
- Supporting the SLT in the investigation of complaints;
- Undertaking such other duties as may be requested from time to time commensurate with the level of this post;
- Ongoing mentoring and support of other members of the Pastoral Team.

Person Specification:

- We are seeking a highly qualified and dedicated individual for the role of Head of Sixth Form. The ideal candidate should possess the following qualities and characteristics:
- **Credible Leader:** Demonstrates credibility, garners respect, and exudes authority.
- **Responsibility:** Accepts responsibility willingly and is accountable for their actions.
- **Initiative:** Shows a proactive approach, taking action to address challenges and opportunities.
- **Excellent Judgement:** Possesses sound decision-making skills and the ability to make well-informed choices.
- **Relationship Builder:** Proficient in fostering strong relationships among staff, parents, and students, facilitating open and effective communication.
- **Empathetic and Compassionate:** Demonstrates empathy and compassion when dealing with individuals and their unique circumstances.
- **Firm and Fair:** Strikes a balance between maintaining discipline and fairness in all interactions.
- **High Literacy Standards:** Exhibits a very high standard of literacy in written and verbal communication.
- **Approachability:** Maintains an approachable demeanour and is readily accessible to all stakeholders.
- **Efficiency and Organization:** Highly organised, efficient, and capable of managing a demanding workload.
- **Pressure Handling:** Adapts well to working under pressure and effectively juggles multiple responsibilities.
- **IT Proficiency:** Possesses excellent IT skills, staying up-to-date with technology and digital tools.
- **Initiative:** Takes the initiative in addressing challenges and seeking improvements.
- **Confident Public Speaker:** Exhibits confidence and poise when speaking publicly, effectively conveying ideas and information.
- We encourage candidates who embody these qualities to apply for this vital role in our educational community.

Note:

- w** In common with all staff and students, the Head of Sixth Form should be familiar with all of the College policies and implement them as appropriate.
- w** The Head of Sixth Form is a member of the Senior Leadership Team.
- w** The Head of Sixth Form post is on the College's Leadership pay scale.
- w** This job description is subject to review and amendment in the light of the needs of the College. Any changes deemed necessary will be discussed and agreement sought prior to implementation.
- w** All roles within the College carry the responsibility for safeguarding and promoting the welfare of children.