

JOB DESCRIPTION

HEAD OF SIXTH FORM

Job Title:	Head of Sixth Form
Line Manager:	Deputy Head Academic

Outline

The Head of Sixth Form has responsibility for all elements of educational provision for pupils in the Sixth Form (Years 12 and 13), including pupils' academic progress and ensuring attainment is commensurate with baseline academic data. In monitoring, tracking and supporting academic progress, the HoSF works closely with the Head Master and Deputy Head to develop the educational programme for the Sixth Form, ensuring it prepares all pupils for their next steps beyond School. The HoSF oversees the work of the University Guidance Counsellor and is responsible for the overall welfare, discipline and administration of all students in the Sixth Form, including taking a leading and active role in embedding a kind and aspirational culture, which promotes the wellbeing, and supports the engagement and development, of all pupils. Additionally the HoSF will work closely with the Assistant Head: Boarding & Pastoral to monitor the pastoral wellbeing of the students.

This post will also have a teaching commitment, preference will be given to those with a background in teaching English, English Literature or Mathematics.

Duties and Responsibilities

Academic Provision

- Liaise with the Deputy Head, the Director of Studies, Heads of Department and HM's to ensure that all data held on Sixth Form students is well used and clearly understood.
- Working with DH, HoDs, DoS, monitor the quality of learning experienced by the Sixth Form.
- Use the above, to identify potential underachievement with a view to co-ordinating improvement strategies in conjunction with other leaders. To use this is fully evaluated to ensure that actions are impactful.
- Ensure that the Super Curriculum and Scholars' Programmes fully reflect and match the interest, passions and development needs of students.
- Work with the Director of Studies in preparing the Sixth Form options booklet and develop Sixth Form options.
- Liaise with HoFs and the Director of Studies with regard to the introduction of new A-level subjects.
- Contribute to strategic discussion, planning and development of the curricular and pastoral needs of pupils in the Sixth Form, including policy planning, adaptation and implementation, especially in respect of preparation for the workplace, inculcation of the broader skills required by employers, and readiness for the challenges of the 21st century.

Pastoral Responsibilities

- Oversee a pastoral programme and ensure pastoral support meets the needs of Sixth Form students.
- Be responsible for the emotional wellbeing and pastoral care of all Sixth Form pupils, including liaising with the School Counsellor, HM's, Director of Boarding and Deputy Head Pastoral.
- Lead on any complex disciplinary matters affecting pupils in the Sixth Form, whilst also providing recognition for the achievements of pupils in the Sixth Form.
- Be responsible for and monitor the attendance, punctuality, dress and behaviour of the Sixth Form at all times (including school uniform reporting system, when appropriate).
- Deal with outstanding queries relating to absence from detention if the tutor has been unable to explain the absence.
- Supervise the Sixth Form Centre and its facilities before school, and at break and lunchtimes.
- Ensure that pastoral information about pupils in the Sixth Form is effectively maintained (in line with school procedures), and ensure that this is communicated effectively, sensitively and on a need-to-know basis.
- Provide suitable opportunities for the pupils' viewpoints to be reflected in the School's provision for Sixth Form pupils.
- Allocate Sixth Form pupils to tutor groups, based on their subject choices.
- Hold regular meetings with the Sixth Form pastoral team, to ensure that good practice is shared and suitable innovations are discussed and implemented.
- Attend Faculty and pastoral meetings as require, contributing to discussions about the development of pastoral care at the School

University and Careers

- Ensure that the School Leadership Team and staff are advised regarding national and international developments with reference to university policies, careers and specific areas of Sixth Form curriculum.
- Have responsibility for the progression of Sixth Form students to world class universities, through a carefully mapped programme of advice, guidance and opportunity.
- Lead and manage the UCAS process as well as guidance work for US, Australian, Canadian and other world-class universities.
- Lead and manage the work of the University Guidance Counsellor and the Assistant Head of Sixth Form, ensuring that the school has the requisite up-to-date professional knowledge and suitable networks across the globe.
- Develop the creation and functions of an engaging alumnus for Harrow Appi.

Administration

- Contribute to school development, planning and review.
- Work alongside the Deputy Head to oversee the external application process of students into the Sixth Form.
- Respond appropriately to parental contacts as necessary.
- Build and maintain effective relationships with the wider community.
- Organise, attend and assist with school functions, open to parents and members of the public.
- Manage the school's Graduation and certification processes.
- Contribute to the production of school publications and marketing materials.

General

- In terms of academics and student progress, to lead and guide the team of tutors. This includes the giving of clear direction and guidance and honest dialogue in order to ensure a high quality of delivery.
- Undertake an appropriate programme of teaching.
- Line manage the school University Guidance Counsellor when onboard as the team grows.
- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school.

Safeguarding

- Commitment to safeguarding and promoting the welfare of children and young people, through own professional vigilance and in support of other colleagues in ensuring that risk to children is appropriately identified, assessed and acted upon.

Personal Specification

QUALIFICATIONS: Fully qualified with an appropriate education degree, or a bachelor's degree and a UK PGCE, and UK QTS (or internationally recognised high-quality equivalents).

EXPERIENCE: A sustained period teaching experience in a strong school and appropriate familiarity with the National Curriculum of England and IGCSE/GCSE syllabi (A Levels will be offered from 2024 onwards). Experience as a university Guidance Counsellor, preferably in an international school setting.

COMMITMENT TO TEACHING: All Harrow schools are academically rigorous. Our teachers need to be comfortable guiding highly able students, supporting their progress to the world's best universities.

COMMITMENT TO BOARDING: Harrow Appi is a full, seven-day boarding school – all students will board, and all staff will be resident on-site or close to the school. All academic staff will be fully involved in boarding, including evening and weekend duties and residential visits. A passion for educating the whole child is essential.

ENGLISH LANGUAGE ABILITY: Harrow Appi is a British international school; the language of instruction and inclusion is English. Appointment will require fluency in English.

DIGITAL CAMPUS: Our teachers must be fully committed to the digital culture of the school and be able use new technologies through innovative, future-focused methodologies.

COMMITMENT TO HOLISTIC EDUCATION: Learning at Harrow Appi will take place in classrooms and in the great outdoors. We need teachers who will thrive in a mountain school environment, in rural Japan.

In addition the following are required:

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' experience as a middle leader or senior leader
- Familiarity with the national curriculum of England including IGCSE/GCSE and A Levels
- Strong administrative, organisational, IT and analytical skills
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children and appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Harrow Appi Japan is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Appi Japan reserves the right to recruit at any stage during the selection process.