



JOB DESCRIPTION

HEAD OF SIXTH FORM

PREAMBLE

Alongside the Senior Deputy Head, Deputy Head Pastoral and the Deputy Head Academic, the Head of Sixth Form is an SLT position. The SLT role brings with it an expectation to be involved in whole school strategic planning for the school, aligned to the vision and ethos of its foundation

LINE MANAGED BY: Headmaster

LINE MANAGER TO: Head of Year 12, Head of Year 13, Pathways Coordinator

Purpose-Shaping the Future

Establishing values and vision

- Promote the ethos of the school and provide a secure learning environment for all students and staff.
- To play a key role in elaborating the school development plan.
- To play a part in developing the school.
- To contribute in the completion and review of all school plans including the SEF.
- To meet regularly with the Headteacher and SMT members to discuss all aspects of planning and evaluation for 6th form.
- To contribute to the school behaviour policy and procedures.
- To promote Community links through a range of enrichment programmes.
- To observe and monitor Teaching and Learning in the Sixth Form and managed departments.
- To support the school community and work for its general well-being.
- To participate in any new initiatives organised as directed by the Headteacher.
- To be directly involved in overseeing the monitoring and evaluation process in school.
- To have an active presence around the school, at break, lunch time and before and after school
- To support the departments for which responsible in implementing school behaviour policy,
- To oversee and monitor any general discipline issues as they arise in the wider school context.
- To deal with problem behaviour in Year 12 and 13 and support the Deputy Heads assigned by the Headteacher and any other emergency discipline issues in the school.
- To motivate students by providing additional learning opportunities.

Strategic planning for Sixth Form

- To provide leadership and develop strategies to achieve the aims and objectives of the Sixth Form.
- To review and update procedures and policies and introduce strategies in order to improve pastoral care, ethos and achievement in the Sixth Form.

- To chair Sixth Form student meetings. To ensure that the Sixth Form Improvement Plan is prepared and updated annually in light of evaluation of the previous year.
- To prepare, review and regularly update the Sixth Form SEF.
- To ensure appropriate consultation on all matters to do with planning.
- To represent the Sixth Form at external meetings and report back to the Headteacher and SLT.
- To keep up to date with post 16 curriculum developments and ensure that these are reflected in our Sixth Form provision.
- To contribute to marketing and publicity relating to the Sixth Form and to seek to promote the vision of the school to ensure recruitment and retention of students.

Leading learning and teaching

Curriculum planning and organisation

- To keep up with curriculum development in the 16-19 agenda.
- To attend any curriculum update meetings and suggest implementation strategies.
- To manage, monitor and maintain standards in the Sixth Form.
- To monitor and support the Heads of Department with 6th form curriculum issues as assigned by the Headteacher.
- To have oversight of the school's work-related learning and careers policies.
- To interview all new applicants and ensure suitable study programmes for each learner.
- To implement curriculum initiatives which have been approved by the Headteacher.

Assessment and target-setting

- To oversee all Sixth Form reports and establish and update of the learning aims.
- To monitor performance of learners.
- To analyse data to monitor progress of each learner by reviewing each half term and set targets.
- To monitor tutorial progress of each learner and oversee and support Personal Tutors, Subject Tutors and Sixth Form teaching team.
- To be directly involved, as a Head of Sixth Form, in overseeing the monitoring and evaluation process in the Sixth Form.
- To ensure, through the performance management system and the line management meetings, that challenging, achievable targets are set and that support is provided, where necessary, to ensure that they are met.
- To carry out lesson observations regularly as part of the school's monitoring and evaluation system.
- To oversee the use and development of systems of target setting, tracking and reporting.
- To use data to inform target setting and departmental/subject self-evaluation.
- To meet with and feedback to HODs/SMT post data points to discuss student progress as part of our fortnightly meeting cycle.
- To ensure that reports are used to enable students to meet and exceed their targets.
- Oversee the use of data to monitor, record and support student progress.

- Encourage clear and prompt communication between Personal Tutors and subject teachers over individual students in terms of academic progress, attendance, punctuality, etc.
- Liaise with the Data Manager, the Deputy Head Organisation and the Deputy Head Academic regarding all aspects of Sixth Form examinations.

Managing the Sixth Form

Marketing, Recruitment and Retention

- To lead recruitment and admissions procedures for Sixth Form
- To contribute to the design and production of marketing material (e.g. prospectus, poster, posters, flyers) Develop and refine Sixth Form handbooks, planners and presentations (e.g. Parents' Handbook, Students' Planner).
- To contribute to and coordinate all Sixth Form events (e.g. Open Events, Induction Day, Taster Sessions)
- To seek out feeder schools and develop contacts to maintain/increase numbers in the Sixth Form.
- Liaise with Head of Years 10 and 11 to agree programme of presentations

Admissions

- Oversee and assist in the interview process for applicants.
- Ensure that appropriate advice and sufficient time is given to allow each student to enrol on the most suitable course.

Care and Guidance

- To support and promote the well-being of students through effective pastoral care.
- To ensure attendance records are used efficiently to secure prompt identification of students experiencing difficulties coupled with swift intervention.
- To carry out appropriate Safeguarding procedures for Sixth Form students in conjunction with senior designated staff.
- To ensure equal opportunity for all students in line with policy and procedures.
- To promote personalised learning for students across the full ability range and work with designated staff:
 - Special Educational Needs and Disabilities (SENCO)
 - Gifted and Talented

Student Voice

- Organise the election and training of the Head Girl and Boy (Sixth Form Council) and work to develop and support their role as leaders in the school.
- Ensure that meetings of the Sixth Form representative on the School Council are recorded and that 'student voice' is heard.
- Ensure that regular student questionnaires are undertaken, analysed and appropriate measures put in place to address the issues raised.
- To establish the use of annual questionnaires in all subjects to improve teaching and learning and attainment.

Recognition of Achievement

- To lead and coordinate celebratory events (eg. Celebration of Achievement, Leavers' Assembly and Ball) at the end of the sixth form

UCAS

- To maintain and develop strong, personal links with university admissions tutors and academic departments.
- Publicise university open days and opportunities such as Summer Schools.
- To oversee all aspects of the UCAS process.
- To set up the online Apply system each year working with the Pathways coordinator
- Lead the Sixth Form tutor team in delivering advice and guidance to students and in the preparation of personal statements.
- Be available mid/end August when results are issued to offer support and advice relating to UCAS.

Contact with Parents

- To oversee the organisation of a Sixth Form Parents' Evenings.
- Ensure that accurate and constructive reports are provided for parents.
- Help to strengthen the partnership between students, school and parents by ensuring that concerns are addressed promptly through discussion with relevant staff.
- Ensure that all contact with parents is recorded.

General

- To lead Sixth Form assemblies and promote the school ethos of inclusion and high expectations.
- To promote a positive image of the Sixth Form through the physical environment as well as academic and pastoral care.
- To ensure high standards of behaviour, attitude, appearance and attendance in the Sixth Form

Developing Self and Working with Others

Developing others

- To take on the role of mentoring where necessary.
- To oversee the CPD for HODS and others regarding UCAS and admissions issues.

Securing Accountability

Staff accountabilities

- To observe ILC on a regular basis and give feedback to enable staff to improve performance through assignments set for students.

Accountability to Board and Headteacher

- To report to the Headteacher and Board with regard to performance of Sixth Form and line-managed departments.
- To oversee report writing and the completion of teacher evaluation of students and follow up with HODS when these are missing

Strengthening Community

Working with community (Including DofE)

- To establish and oversee links with businesses and various establishments in different subject areas.
- To oversee employer engagement for work-experience, community service or to satisfy the demands of DofE

Working with other agencies and with parents.

- To meet parents when necessary and provide information and support to parents and students.
- To deal with wide variety of external agencies in order to improve the quality of teaching by inviting them or visiting them.
- To oversee and support any new initiatives started in Sixth Form.

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Will Williams