



## HEAD OF SIXTH FORM

### ADDITIONAL RESPONSIBILITY JOB DESCRIPTION

<b>Job Title</b>	Head of Sixth Form (HoSF)	<b>RA Point</b>	RA5
<b>Line Manager</b>	Head of Upper School	<b>Line Manager to</b>	Deputy Head of Sixth Form, sixth form tutor team and university counsellors

#### Purpose of Job

As a member of the Senior Leadership Team, 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 of School and Director of Studies 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 Head of University Counsellors and University Applications, and is responsible for the overall welfare, discipline and administration of all pupils 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.

#### Duties and Responsibilities

##### Academic Progress and Provision

1. Oversee the monitoring of Sixth Form academic performance and seek means to contribute to improving results
2. Oversee a programme of careers and university advice for Sixth Form students in conjunction with the Head of Careers and University Guidance
3. Oversee and coordinate application processes for university entrance and assist/advise students and staff with applications to universities world-wide
4. Oversee the appropriate liaison with university representatives and other external agencies and ensure positive relationships are fostered
5. Support the selection of the Head Boy/Head Girl/Senior Prefect/Prefect Monitor teams and work alongside the students in fostering their leadership skills
6. Liaise with the Examinations team, Director of Studies and Timetabler with regard to A-level external exams, timetable preparation and Sixth Form study leave
7. Work with the Director of Studies in preparing the Sixth Form options booklet and develop Sixth Form options
8. Liaise with HoFs and the Director of Studies with regard to the introduction of new A-level subjects
9. Manage, in conjunction with the Director of Studies and Examinations Officer, the issuing of A-Level examination results in each of the key examination sessions (including summer A-level results)
10. 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

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preparation for the workplace, inculcation of the broader skills required by employers, and readiness for the challenges of the 21st century

11. Ensure that the School is aware of, and responsive to, curricular issues nationally and within the independent sector, as they affect pupils at Key Stage 5; leading, as required, discussions about such issues, and working with relevant members of SLT to implement any changes to provision that may be required
12. Liaise with the Director of Studies to ensure that data related to pupils' baseline ability, progress and outcomes is used effectively to help support attainment
13. Initiate, monitor and review strategies, programmes and procedures designed to improve the academic performance of pupils in the Sixth Form, particularly in relation to their performance in public examinations. This will be done in conjunction with the Deputy Head of Sixth Form, and will include oversight of 1-to-1 sessions, supervised homework, catch-up clubs, pupil mentoring etc.

#### **Pastoral Responsibilities**

1. Oversee a pastoral programme and ensure pastoral support meets the needs of Sixth Form students, working alongside other member of the Sixth Form Team, Heads of House Team and tutor teams
2. Be responsible for the emotional well-being and pastoral care of all Sixth Form pupils, including liaising with the School Counsellors, Wellbeing Lead and other staff in conjunction with the Deputy Head Pastoral
3. 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
4. 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)
5. Deal with outstanding queries relating to absence from detention if the tutor has been unable to explain the absence
6. Supervise the Sixth Form Centre and its facilities before school, and at break and lunchtimes (when not covered by the Deputy Heads of Sixth Form)
7. 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
8. Contribute to the work of the Heads of House, the Wellbeing Lead and the Deputy Head Pastoral to develop a positive culture of kindness and an atmosphere of mutual respect
9. Work with the Head of Upper School and the Head Master to elect and select prefects and senior prefects, and consider strategies to develop their capacity as leaders
10. Provide suitable opportunities for the pupils' viewpoints to be reflected in the School's provision for Sixth Form pupils
11. Allocate Sixth Form pupils to tutor groups, based on their subject choices
12. Hold regular meetings with the Sixth Form pastoral team, to ensure that good practice is shared and suitable innovations are discussed and implemented
13. Attend Faculty and pastoral meetings as required with other Heads of Section and the Deputy Head Pastoral, contributing to discussions about the development of pastoral care at the School



### Admissions and Leavers

1. Liaise with the Director of External Relations and Admissions team to support the process by which pupils are assessed and interviewed for Year 12 admission
2. Manage the process of induction to the Sixth Form, including the implementation of strategies (year group-wide, and individual) to encourage progress from Y11 into the Sixth Form, and reporting to the Head on this matter as required
3. Contribute to the Admissions process, including all assessment days, Open Days, offer-holder days, Prospective Parent Meetings, induction and familiarisation events.
4. Attend Prospective Parents' Meetings and Open Events

### Other Responsibilities

1. Manage the Sixth Form budget
2. Assist in organizing Sixth Form events, such as the Prom and Graduation
3. Support with recruitment of new staff as directed by the Head of Upper School
4. Attend Results' Days to support pupils and help to resolve any issues
5. Attend School events, including concerts, fixtures, plays, recitals, assemblies
6. Deliver parent workshops as required
7. Provide relevant contributions for the School's Strategic Plan, annual Development Plan and inspection documentation
8. Work towards and support the School's vision and objectives, as outlined in the School's Strategic Plan.
9. Support and contribute to the School's responsibilities for safeguarding pupils
10. Work within the School's Health and Safety Policy, to ensure a safe environment for all staff, pupils and visitors
11. Maintain high professional standards of attendance, punctuality, appearance and conduct, and maintain positive and courteous relationships with staff, pupils and parents
12. Engage actively and positively in the performance review process
13. Provide support for Friends of Harrow, boarding and wider school events
14. Follow all agreed school policies and procedures, as shared and in the staff handbooks
15. Undertake other reasonable duties as requested by the Head of Upper School and other members of the Executive Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

### Requirements

- 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

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- 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

## Further information

### The Upper School Leadership

The Head of Sixth Form is a member of both the Upper School and Whole School Senior Leadership Team which comprises the Head of Upper School, Director of Studies, Director of Houses (Deputy Head Pastoral), Head of Prep, Head of Shell, Remove and Fifth Form (SR5) and the Head of Sixth Form. The Head of Sixth Form line-manages the Deputy Head of Sixth Form, Sixth Form tutors and University Counsellors.

### Outcomes

Academic outcomes are excellent. Our A level and IGCSE results both have a three year average above 60% A\*/A grades, comfortably exceeding the UK independent schools average. Our value added data measured by the Centre for Evaluation and Monitoring at the University of Durham puts us in the top 10% of schools that use this measure.

### About the Curriculum

The Upper School in Harrow International School Bangkok comprises three phases. In the Prep Phase (Years 6-8), students follow a broad and balanced curriculum based on the national curriculum of England and modified for our cultural context. The curriculum has a large emphasis on the development of meta-cognitive skills. In Shell, Remove and the Fifth Form or SR5 (Years 9-11) students continue with a broad foundation in Shell in most subjects whilst gaining exposure to IGCSE level content before focusing on their IGCSEs in Remove and the Fifth Form. In the Sixth Form, students focus on 3-4 A Level subjects with many students opting for the increasingly popular Extended Project Qualification. Students leave the Sixth Form securing places at some of the world's top universities including Oxbridge, Ivy League and Russell Group universities.

*Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. 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 from 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 during the appraisal process, and will be varied in the light of the business needs of the school.*

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