



Downe House
Muscat

Job Description and Person Specification

Head of Sixth Form (Phase Leader – Grades 11 and 12)

RELATIONSHIPS:

The postholder is accountable to the Principal in all matters relating to this post. The post holder will work closely with the Deputy Heads and Vice Principal, Sixth Form Tutors and support the team when necessary.

PURPOSE OF ROLE:

The Head of Sixth Form is the “figurehead” for the Sixth Form, he/she sets the tone for these year groups and oversees the pastoral and academic wellbeing of the Sixth Form. The Head of Sixth Form is responsible for overseeing the day-to-day running of the Sixth Form Centre with support from the Sixth Form Tutors as well as promoting the Sixth Form to all stakeholders. In doing so the Head of Sixth Form ensures that there is an excellent work ethic which will enable the students to achieve their full potential whilst ensuring that the whole school aims are met and that the Downe House Muscat sixth form experience is valued and appreciated by the students.

The Head of Sixth Form is mindful of the health and wellness of all Grade 11 and 12 students and has an overview of each individual’s needs. The Head of Sixth Form will be a member of the Extended Leadership Team.

DUTIES SPECIFIC TO POST:

- To line manage the Sixth Form Tutors
 - To ensure standards of behaviour are high and the contribution of the Sixth Form to the whole School is recognised and appreciated
- Assist the SLT with all matters relating to the academic monitoring of the Sixth Form, options choices and reports
- To monitor and input on timetabling for Sixth Form
- Oversee all pastoral care matters to ensure the wellbeing of the Sixth Form students is at the forefront

- To attend/visit school, career evenings and other publicity events to promote the Sixth Form
 - Lead on the production of all promotional literature relating to the Sixth Form
 - Lead on maintaining the Sixth Form section of the website
 - To lead on the New Students Information Booklet for the Sixth Form
 - To work with Phase Leaders in promoting the Sixth Form within and beyond the school
 - To assist the Principal and Head of Admissions in interviews for Sixth Form entry
 - Assist the SLT in the selection and training of School Leaders
 - To assist the Principal in interviews for Head Girl and Deputy Head Girl
 - To oversee arrangements for Supervised Study
 - To work with tutors and the Careers Guidance team in managing and preparing references for university applications
 - Co-ordinate the UCAS process, communicating effectively with all stakeholders at appropriate times
 - Organise ad hoc Sixth Form taster days; induction days; and Sixth Form 'Discovery Days' for Grade 10 in the Summer Term
 - Liaise with the tutors and wider team to organise Sixth Form Functions such as Leavers' Ball, Leavers' Day, Sixth Form end of year photos, Reunions and assist with Careers Conventions
 - Facilitate regular Sixth Form 'Care Meetings' and create and update the relevant support plans. This includes communicating information to relevant parties and updating ISAMS regularly.
 - Organise the Higher Education Information Evening
 - Manage the Sixth Form Information Evening
 - Seek ways of developing the leadership opportunities available to the Sixth Form, to include peer mentoring
 - Lead on the drive to increase the proportion of girls choosing to stay at Downe House Muscat for the Sixth Form and introduce initiatives to help achieve this
 - Organise and chair meetings with the tutors