

## **Head of Sixth Form/Assistant Headteacher Job Description**

- Oversee all pastoral care for all sixth form students
- Oversee the Post 16 curriculum and ensure the provision is suitable and balanced for the whole cohort
- Lead the Heads of Year 12 and Year 13
- Lead the sixth form tutor team
- Maintain good communication with parents
- Plan and run key events in the calendar including Y12 Info Evening, Y13 Higher Education Evening, Open Evening, Y14 Celebration evening, Y12 and Y13 Parents evenings
- Oversee the entire UCAS process
- Oversee reports for Y12 and Y13 and ensure good quality
- Plan PSHE lessons for Y12 and Y13, distribute materials and lesson plans, lead PSE planning meetings and ensure tutors deliver a good programme (including planning and analysing responses on the student questionnaires)
- Oversee the Enrichment diary (part of AQA Bacc), monitor progress, submit diaries to AQA, ensure good quality
- Plan and oversee icebreaker for Y12 in September
- Complete data analysis on progress grades and present results to SMT; plan and take action resulting from progress grades
- Performance manage admin support for sixth form and for study periods
- Year 11 contract students – interview students and monitor progress on contract from February of Year 11
- Oversee entire application process for the sixth form, including entry requirements
- Oversee interviews for places in the sixth form for both Balcarras and external students.
- Oversee all rejections and offers for places in the sixth form
- Oversee all Oxbridge (and Medic and vet) applications including additional test support (BMAT, STEP, LNAT, UKCAT, PAT etc.) for applicants and interview practice
- Oversee sixth form brochure and ensure good quality
- Futures lessons – plan all futures lesson for Year 12 and Year 13 and ensure good delivery
- Oversee EPQ lessons for Year 12 and Year 13; ensure good lesson plans in place for all staff involved and good delivery
- Oversee speaker session for Year 12
- Monitor sixth form attendance and punctuality and take action to improve where necessary
- Oversee extended project for AQA Bacc
- Analyse A level results and year-on-year performance, present to staff at first day back and at staff meetings through the year
- Oversee all sixth form assemblies and plan rota
- Organise Friday quiz
- Monitor sixth form uniform and ensure that students wear it with pride
- All members of the Senior Management Team attend Full Governing Body meetings and as Assistant Head/Head of Sixth Form you would also be expected to attend the Governors' Curriculum Committee meetings

### **Also**

- Line manage and performance manage allocated departments and Heads of departments
- Pay roll checks
- From time to time work with other schools to support Post 16
- Oversee capital projects for sixth form