

King's College

Soto de Viñuelas



Job Description

Head of Sixth Form

Job Purpose

The Head of Sixth Form has overall responsibility for the Academic and Pastoral care of students in key stage 5. As the Head of Sixth Form the successful applicant will work closely with and line manage the head of lower sixth, head of upper sixth and the head of careers.

Key responsibilities and Accountabilities:

The Head of Sixth Form will work closely with the Deputy Head, the Head of Secondary and the Headmaster. The duties and responsibilities shown below are not intended to be exhaustive and the Head of Sixth Form will be expected to be adaptable and to take on new responsibilities as occasions arise. The list below provides details of the most significant areas of school life for which the Head of Sixth Form will have oversight.

Particular responsibilities of the role are detailed below:

- To lead and support the work of the key stage 5 coordinators and to have overall responsibility for the academic and pastoral care of pupils in key stage 5;
- To line manage the head of careers, head of lower sixth and head of upper sixth;
- With the other KS5 staff organize the Yr12 induction programme;
- To maintain a general overview of and be accountable for the pupils' academic progress throughout Years 12 and 13;
- To ensure there is a smooth academic transfer between Year 11 and 12, and between Years 12 and 13 with the necessary data and curriculum information shared appropriately;
- To monitor the behavioural patterns of all individual pupils in Years 12 and 13
- To lead on early intervention in pastoral issues
- Apply the school's rewards and sanctions as appropriate
- To ensure appropriate target setting is used across both years;
- To track students and year groups in order to establish academic patterns early and to act upon them;
- Work with the sixth form staff to monitor the quality of key stage 5 school reports;
- To apply appropriate intervention strategies with pupils and communicate effectively with parents, the Heads of Departments, the Director of Studies, Head of Secondary and Deputy Head;
- To ensure that academic information is entered, as necessary, into the ISams System in a timely fashion;
- To assist with the monitoring of the effectiveness of tutors and help to consistently improve the general quality of tutoring within both year groups and across the school more widely;

- Contribute to the integration, production and delivery of the PSHE programme;
- To plan and lead whole year group assemblies;
- Implement all school pastoral policies and procedures, paying special attention to the anti-bullying procedures;
- Monitor and intervene on attendance, uniform, behaviour and punctuality;
- To organise and administer a weekly Key Stage 5 Detention;
- To attend and contribute to all relevant meetings and Parents' Information Evenings;
- To participate in lesson observations and work scrutiny processes when appropriate;
- To advise the Headmaster, Deputy Head and Head of Secondary about curricular needs and the best practice being followed in other British curriculum schools;
- To ensure appropriate and effective strategies are in place for EAL students (including Induction English);
- To promote and help in the establishment of Academic Clinics and the extra-curricular academic support of pupils;
- To ensure the needs of pupils regarded as having Special Educational Needs (including those identified as Able and Talented) are being met;
- To help coordinate and lead INSET training for staff when necessary;
- To assist with the process of selecting A level choices for Year 11 pupils;
- To advise the Director of Studies and the Head of Secondary about the results of internal examinations and to monitor the academic progress of pupils in relation to predictive and value-added data, or other statistics as appropriate;
- To collaborate with the Examinations Officer in the organisation of internal examination periods, GL and CEM Centre testing and public exam matters;
- To assist in the assessment of applicants for entry to Year 12 and to assist the Head of Admissions and Admissions Panel in advising them on the results and the suitability of applicants for places and awards;
- To contribute to the College's online news;
- To attend and support school functions such as Prizegiving, Parents' Evenings, and other events;
- To arrange occasional whole year group events in coordination with the Head of Secondary;

The successful candidate will teach a reduced time table and will be expected to be present in school for the examination results period and as requested by the Headmaster to support the summer work of the examinations department and the College Leadership Group.

Person Specification

Essential

- Qualified Teacher Status
- Experience of mentoring NQTs
- Involvement in delivering INSET to staff
- Experience of working as a middle leader and / or Head of Department

Desirable

- Relevant professional qualifications or experience leading teacher training
- A relevant higher degree or professional qualification
- Experience of organizing INSET for staff
- Evidence of continuous INSET and commitment to further professional development
- Ability to teach a recognised national curriculum subject
- Contribute meaningfully to extracurricular, enrichment and school events programmes