

## HEAD OF SIXTH FORM AND DIGITAL LEARNING JOB DESCRIPTION

<b>Job Title:</b>	Head of Sixth Form and Digital Learning
<b>Line Manager:</b>	Principal Deputy Head

### Purpose of Job

- Lead the strategic development of the Sixth Form's academic provision, ensuring curriculum quality, personalized student guidance, and exceptional outcomes that position the school among the region's and world's top schools.
- Create an inclusive and supportive Sixth Form culture, prioritizing student well-being, personal growth, and a robust co-curricular programme to prepare students for future success.
- Ensure that an ambitious, personalised higher education preparation experience is provided to each student in the Sixth Form through effective management of the University Counselling Team.
- Build strong relationships with parents, external bodies, and the wider community to enhance enrolments, maintain high retention, and secure opportunities for students while supporting the school's marketing strategy.
- Manage and lead the whole school Digital Strategy.

### Duties and Responsibilities

#### **Academic and Co-curricular Leadership**

- Champion academic excellence and high expectations in all aspects of Sixth Form provision.
- Ensure the highest possible student outcomes, placing Harrow International School Shenzhen as one of the highest performing A-Level schools in the region and ensuring positive value-added residuals.
- Work with the Head of US and US Deputy Head in academic matters relating to the Sixth Form; including exams, academic expectations and parental communications.
- Liaise with Heads of Departments and academic staff regarding the academic progression of Sixth Form students.
- Demonstrate a commitment to the school's high academic standards through regular quality assurance checks, ensuring a consistent level of excellence in educational provision is maintained.
- Direct line management of the University Guidance and Counselling Team, ensuring that all students receive personalised guidance to support their informed decision making to the world's best universities.
- Ensure that the Sixth Form's co-curricular programme complements the academic curriculum, offering opportunities for students to further develop the skills and attributes that are valued by employers and higher education institutions.

#### **Personal Development and Well-Being Leadership**

- Creating and preserving a positive culture within the Sixth Form whereby leaders are responsible for fostering an environment that encourages personal development, inclusivity and a strong sense of belonging.
- Promoting positive behaviour and a scholarly attitude in the Sixth Form.
- Lead on creating a bespoke PSHE offer and well-being provision for the Sixth Form that acts as a platform for students to thrive.
- Liaise closely with the Head of House team in ensuring the well-being and safeguarding of Sixth Form students. This involves addressing individual student needs, promoting personal and social development, and safeguarding student welfare.
- To work with the Deputy Head WS with regards to all matters regarding the safeguarding of Sixth Form students.

- To lead on developing student leadership opportunities in the Sixth Form, including the process for identifying School Captains and Prefects. To support the School Captains in leading the Student Council, ensuring that key items are raised with the Executive Leadership Team.

### **Communication Leadership**

- Working with colleagues and the admissions and marketing team to ensure that the school maintains strong student retention rates, whilst also promoting the Sixth Form for external applications.
- To lead on showcasing and promoting the Sixth Form at all school events and external opportunities.
- Contribute to the school's marketing strategy to ensure that current and prospective families are fully aware the exceptional educational provision students receive during their study and when applying to the be universities worldwide.
- Ensuring that effective communication strategies and practices are implemented to keep parents well-informed as to the progress, development and achievement of their child.

### **Administration**

- Provision of relevant contributions for the School's Strategic Development Plan, annual development plan and inspection documentation.
- Work alongside the Head of Upper School to oversee the external application process of students into the Sixth Form.
- Respond appropriately to parental contacts as necessary.
- Attend a variety of strategic and operational meetings/committees where required to ensure effective Sixth Form coverage.
- Contribute to the authorship of various school policies and other documentation.

### **General**

- Undertake an appropriate programme of teaching, including the planning and delivery of inspiring lessons that align with the Harrow 10.
- Contribution to admissions process. Eg. Open Events, Admissions Tests and Interviews, pupil induction and other events as required.
- To support the Executive Leadership Team in ensuring that the School is 'inspection ready' in relation to our policies and procedures and implementation as these relate to the Sixth Form.
- Contribute to the interview team for new members of staff as requested
- Undertake other reasonable duties as requested by members of the Executive Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school.

### **Safeguarding**

- Commitment to safeguarding and promoting the welfare of children and young people, through own professional vigilance and in support of other colleagues in ensuring that risk to children is appropriately identified, assessed and acted upon.

## **Requirements**

### **Education, Training and Qualifications**

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS.
- Substantial and recent professional development, relevant to post.

### **Knowledge and Experience**

#### Essential

- At least 2 years middle leadership experience (academic and/or pastoral in focus).

- At least 5 years teaching experience at A-Level with evidence of securing the very highest student outcomes.
- Extensive knowledge of the National Curriculum of England including KS3, IGCSE/GCSE and A Levels as appropriate.
- Evidence of relevant and challenging continuing professional development.
- Extensive experience and knowledge of university guidance and application processes.
- Experience of leading or coordinating the work of other professionals.

#### Desirable

- Experience of working in an international school context and / or experience of university guidance for non-UK destinations.
- UK accredited professional development (such as NPQ).
- In-depth knowledge and understanding of the wider educational agenda, including current educational issues and trends.

#### **Skills and Knowledge**

- Highly effective communication, organisational and interpersonal skills.
- Strong knowledge of university systems and global employment trends.
- Understands, in practice, the dual importance of academic excellence coupled with the development of the whole child.
- High level of emotional intelligence, as well as a good sense of humour.
- Unequivocally clear as to what excellent Post 16 practice looks like.

#### **Personal Qualities**

- Be a role model for staff and students.
- Be highly motivated, ambitious, highly collaborative or also willing to take initiative.
- Have high levels of honesty and integrity in aspects of their role.
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background.
- Passionate about teaching and a strong commitment to holistic education.
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes.
- A positive and solution-focused attitude to working life.
- Highly motivated, ambitious and collaborative.
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them.

#### **Other**

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children.

Education is an ever-changing service and all staff are expected to participate constructively in school 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.

*Harrow is committed to the safeguarding of children*

*All employees are expected to comply with our School Child Protection and Safeguarding Policy.*

**Educational Excellence *for* Life and Leadership**

育以至善 • 卓以领航