

LEICESTER HIGH SCHOOL FOR GIRLS

HEAD OF SIXTH FORM

JOB DESCRIPTION

Leicester High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers, as appropriate, are required to undergo an enhanced DBS check.

Responsible to: the Headmaster

These will be reviewed from time to time as the need arises.

Management

- Contributing to and supporting the Headmaster's vision of the school
- Represents the school and the Headmaster as the need arises
- Assists in the construction of the School Development Plan
- Assists the Headmaster in the preparation for external inspections
- Act as a source of mutual support to the Headmaster
- Assist the Leadership Team in the internal inspection of academic departments
- Inform and update the Leadership Team in all matters relating to A Levels and UCAS

Administration

- Organise Year 12 and Year 13 Parents' Evenings
- Chair Sixth Form tutor meetings
- Publish weekly Sixth Form bulletin
- Coordinate assessment, recording and reporting in Year 12 and 13
- Organise Sixth Form help for Prize-Giving, Carol Service, Leavers' Service and other school functions
- Organise the selection of Sixth Form Prefect Team
- Organise and oversee Sixth Form Prefect training day
- Keep records on Sixth Form leavers
- Manage the Sixth Form budget

Curriculum Management

- Liaise with Deputy Head over A Level option choices
- Arrange induction programme for Year 12
- Oversee arrangements for tutor periods
- Oversee the co-ordination of Year 12 and Year 13 Enrichment programmes and life after LHS programme
- Oversee progress data and reports for Years 12 and 13
- Oversee individual monitoring of Year 12 and 13
- Contribute to Sixth Form curriculum development
- Oversee work experience and voluntary service arrangements

Social and Pastoral Responsibilities

- Member of the Pastoral Committee
- Welfare of all Sixth Form students
- Organise with the Head of KS4 Sixth Form and KS4 Autumn Term Bonding Day
- Promote attendance of Sixth Form conferences as appropriate
- Arrange Sixth Form social events and oversee prefects' School Ball arrangements
- Management of biennial Sixth Form residential visit
- Discipline and support of students
- Enforcement of the Sixth Form dress code
- Take school and Sixth Form assemblies as required
- Co-ordinate prefect and tutor group assemblies
- Organise Leavers' Lunch
- Lead Sixth Form Tutor team

Higher Education

- Promote university open days, courses, lectures etc.
- Organise Year 12 UCAS Information Evening and UCAS days
- Coordinate Oxbridge event at LHS
- Oversee all university applications
- Provide additional support for Oxbridge candidates and oversee support for students taking aptitude tests such as UKCAT, BMAT and LNAT
- References, including those for former pupils
- Arrange, alongside Enrichment department, for outside speakers to address students on personal statements, gap year opportunities and university life
- Assist Head of Careers with the coordination of Mock interviews
- Coordinate the Oxbridge exchange at Uppingham School
- Co-ordinate work experience, in liaison with the Head of Careers
- Provide information on student finance

Marketing the Sixth Form

- Alongside the Registrar, administration of applications for Sixth Form entry
- Co-ordinate Year 11 Information Evening, alongside Head of KS4, and promote to other relevant schools
- Represent LHS and promote Sixth Form Scholarships and Sixth Form at local 11-16 schools
- Developing contacts between Year 11 and Sixth Form
- Promotion of Sixth Form to Years 10 and 11, including organising Taster Day for Year 11, alongside the Head of KS4

Any other duties as required from time to time by the Headmaster.

Sponsor update	ARW/DS
School Committee review	
Leadership Team review	October 2017
Governor Committee review	
Next update	