



SUTTON GRAMMAR SCHOOL

Job Description

Post: Assistant Head – Head of Sixth Form

Salary/Grade: L13-L17 (SGS scale)

Reporting to: Deputy Head

The Role:

To provide outstanding leadership of Sixth Form and to work as a member of the Senior Leadership Team to ensure excellence in all aspects of school life.

Leadership:

Support the Headmaster and the Senior Leadership Team in:

- Promoting the school's vision and ethos
- The day-to-day operation of the school
- Leading on the organisation of whole school events; and presenting at key events (e.g. results days)
- Contributing to the school's strategic planning and development priorities
- Monitoring progress towards the achievement of the school's development plans
- Line managing and appraising staff as required
- Working with the Trust Board as appropriate
- Upholding public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Building positive and respectful relationships across the school community
- Serving the best interests of the school's students

In addition to Sixth Form responsibilities, the post holder will have responsibility for one whole school strategy. The area of responsibility will be decided upon appointment.

Sixth Form Responsibilities:

Leading curriculum developments in the Sixth Form:

- To plan, manage and evaluate the effectiveness of the 16-19 study programmes to ensure that they are suitably individualised to meet the needs of all learners; meet all the requirements of 16-19 provision and prepare students well for their chosen future education and careers
- To work with the Assistant Head, Curriculum, to oversee all curriculum development and management in Key Stage 5
- To work with the Assistant Head, Curriculum, and Heads of Year, to manage timetable changes for individual students and groups

Leading Academic Achievement and Progress in the Sixth Form:

- To work with the Headteacher and Assistant Heads to improve outcomes; and ensure that students and groups of students make substantial and sustained progress
- To work with the Senior Leadership Team to ensure that value added in level 3 qualifications is at levels set in the school development plan
- To monitor and be informed by retention data
- To confidently use external and internal student performance data to both report on and monitor progress and achievement at Key Stage 5
- To lead Heads of Year in the use of data; and work with them to monitor the progress of all students within the year group, ensure effective intervention and support for individuals and groups of students
- To work with the SENDCO to monitor the progress of key student groups and to support their progress through the implementation of intervention strategies as and when necessary
- To oversee effective academic monitoring and mentoring at Key Stage 5
- To work with the Assistant Head Curriculum to monitor and drive the continuous improvement of teaching and learning at key Stage 5
- To work with the Assistant Head to oversee the reporting system at Key Stage 5; to ensure that parents are provided with clear and timely information about how well their child is doing in relation to expected standard

Leading Effective Pastoral care in the Sixth Form:

- To line manage Head of Years 12 and 13 and the Sixth Form Administrator
- To work with the Heads of Year, Sixth Form tutors and the student cohort to create a positive Sixth Form ethos and a culture of high expectations and aspirations
- To lead and manage the Heads of Years 12 and 13 to ensure effective pastoral provision and support for all students within the Sixth Form
- To ensure students' conduct in the Sixth Form is exemplary; and to use behaviour and reward data to inform the management of each year group
- To work alongside the Heads of Year 12 and 13 to monitor attendance and punctuality; to promote good levels of attendance and punctuality; and ensure that no groups of students are disadvantaged by low attendance
- To ensure that all aspects of the Sixth Form culture promote student well-being and students feel safe, and are safe, at all times; and that all students trust leaders to listen to them and take swift and appropriate action to resolve any concerns they have
- To promote equality of opportunity and diversity, for students and staff, so that the ethos and culture of the whole school prevents any form of direct or indirect discriminatory behaviour
- To take robust action against prejudiced behaviour
- To work alongside the Deputy Head (DSL) to ensure that safeguarding is effective and that a culture of vigilance is created in the Sixth Form; and to work effectively with the Safeguarding Team and external agencies to support students
- To work with the Head of Personal Development to ensure that students in the Sixth Form have the knowledge to be able to keep themselves safe and make informed choices including: with regards their emotional and mental well-being; staying safe online; and having an age appropriate understanding of healthy relationships
- To ensure that students' spiritual, moral, social and cultural development and, within this, the promotion of fundamental British values, are at the heart of the School's work
- To manage the Sixth Form budget and 16-19 Bursary scheme
- To work with the Deputy Head and Heads of Year in the selection of the Head Student Team and Senior Prefect Team, and the successful operation of the teams throughout the year
- To develop opportunities within the Sixth Form for students to develop their leadership skills; and to have a voice in the management of the school
- To build strong and positive links with parents/carers to ensure the partnership with home supports students' learning, progress and personal development

Lead and manage the transition and induction of students into the Sixth Form:

- To work alongside the Senior Leadership Team to manage the recruitment and retention of students into the Sixth form
- To manage the Sixth Form admissions process as required
- To develop an effective transition programme into the Sixth Form for both internal and external students
- To work with the Head of Year 12 to develop and deliver an effective induction programme for all students into the Sixth Form
- To work with the Head of Year 12 to ensure effective and ongoing monitoring and support of students new to the Sixth Form
- To work alongside the Head of Year 12 to induct students who join the school in-year

Lead and manage Careers in the Sixth Form:

- To lead and manage the UCAS process in the Sixth Form
- To lead the specialised programme of support for those students who are early applicants
- To lead and manage effective careers provision in the Sixth Form; ensuring that all students are given high quality and impartial careers advice and guidance to enable them to develop clear and ambitious future plans
- To ensure that students understand and are aware of the range of options available to them after Sixth Form study – education, employment, training or apprenticeships; and that they are supported in achieving their chosen pathway
- To ensure that students develop excellent personal, social and employability skills; and that they engage with high quality non-qualification activities and undertake work experience relevant to their needs
- To have oversight of key events in the delivery of the Careers Programme including UCAS information evening and the HE programme
- To manage student destination data

The Head of Sixth Form will be required to safeguard and promote the welfare of children and young people; and follow Trust policies and the staff Code of Conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of tasks that the Assistant Head, Head of Sixth Form will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headmaster.

Date September 2021