**Assistant Head (Head of Sixth Form) – Job Description**

**The Bishop’s Stortford High School**

**Main Areas of Responsibility: Lead on all matters relating to the Sixth Form including:**

* Vision, ethos and direction of the Sixth Form
* Line Management: x2 Deputy Heads of Sixth Form (DHSF); Assistant Head of Sixth Form (non-teaching) (AHSF); Sixth Form Administrator (SFA)
* Oversight of Sixth Form student achievement, welfare and conduct
* Oversight of the use of ALPS
* Oversight of Post-18 Progression
* Standards of KS5 teaching and learning
* Sixth Form Curriculum offer (alongside DHT)
* Post-16 guidance and admission into Sixth Form
* Achievement, retention and recruitment
* Staff development, tutor induction and support
* Allocation of Bursary Funding
* Information, Standards + Parents’ Evenings
* Sixth Form Reports
* School Colours and commendations
* The Sixth Form Centre
* Sixth Form Senior Teams
* Sixth Form Assemblies
* TBSHS Alumni

**General**

* To promote a culture of taking responsibility and striving to fulfil potential.
* Informal and formal lesson + tutorial observation.
* Supervision in the Sixth Form Centre, Turing Suite and Library
* Careers guidance sessions as part of the admissions process

**Leadership + Management**

* To take a lead in all matters pertaining to the Sixth Form
* To be the line manager for all members of the Sixth Form Management Team

**Teaching and Learning**

* to keep teaching and learning in the Sixth Form under review, including encouraging the sharing of good practice.
* To observe lessons and part lessons at KS5 to be able to judge the quality of teaching and learning.
* To ensure effective use of ALPS and other related data to monitor progress
* To liaise with SLs with regard to the quality of teaching and learning and the use of KS5 data in their areas.

**Curriculum**

* To work alongside the Headteacher and DHT to ensure a broad and balanced curriculum offer for KS5 students
* To keep abreast of all changes in KS5 curricula and funding to ensure the financial viability of the Sixth Form
* To work with the DHT and the timetabler to ensure as many students as possible can access a suitable curriculum offer

**Individual Student Achievement**

(alongside DHSF Academic)

* To ensure that all students are given the opportunity and necessary support to fulfil their potential
* To track and address underachievement at regular intervals and in liaison with subject staff
* To provide tailored support, alongside departments, for students who are struggling with aspects of their learning
* To keep students and parents informed of progress through regular reporting and a clear intervention structure

**Student Welfare and Behaviour**

(alongside DHSF Pastoral)

* To ensure that each student is appropriately supported and has the opportunity to discuss concerns and issues
* To take responsibility for Sixth Form rewards and sanctions and implement the Sixth Form sanctions policy
* To be accountable for behaviour in the Sixth Form
* To monitor attendance and punctuality and ensure high levels of both in Sixth Form students
* To reflect the School’s values and promote all aspects of equality, diversity and inclusivity in the sixth form

**Student Guidance and Support**

(alongside AHSF Progression)

* To support HOY11 in advising Year 11 students about the most appropriate post-16 course of study for them
* To ensure students have access to an informative and enjoyable Induction period to help inform their choice of post-16 provider
* To ensure students receive appropriate advice for their continuing education and future employment
* To ensure that all applications sent to universities are of the highest possible quality.
* To take the lead in organising results days and supporting students in their next steps.

**Staff Development and Welfare**

* To ensure that members of the Sixth Form Management Team have ample opportunity to improve their knowledge and develop their skills within the Sixth Form and wider school
* To read appropriate literature, attend relevant courses and take responsibility for personal professional development and that of the Sixth Form Team
* To negotiate with the HM and AHT pastoral the personnel for the Sixth Form
* To induct new tutors into the Sixth Form and ensure they have adequate support.
* To observe tutorial time and ensure that it makes for a high-quality addition to their learning, including ensuring that tutors maintain well-kept records

**All-round education**

* To encourage all Sixth Form students to participate in the wider life of the school, through the enrichment programme and beyond
* To provide opportunities for leadership for Sixth Form students
* To run the Senior Prefect team and chair the weekly meetings
* To liaise with HM over the appointment of Head Boy/Girl and Senior Prefect team
* To ratify the awarding of School Colours

**Ethos and Environment**

* To lead assemblies that encourage students to reflect on their progress and take responsibility for fulfilling future ambitions
* To ensure that all Sixth Form students treat their accommodation with respect and maintain a high standard, including the school library
* To maintain links with bodies beyond the school, including through Interact, Community Outreach and liaising with other post-16 providers where appropriate
* To maintain positive relationships with local residents and organisations beyond the school.

**Logistical**

* To organise the Sixth Form Open Evening
* To oversee the Sixth Form admissions process
* To organise and run Awards Evening
* To organise Parents’ Evenings and Standards Evenings, ensuring invitation letters are sent out and staff are briefed
* To ensure that Sixth Form reports are of a high quality and are distributed punctually, followed by commendations where appropriate
* To set up procedures to monitor achievement and retention
* To ensure student destinations are recorded
* To amend student timetables and collect option choices
* To liaise with The Examinations Officer for all entries and resits
* To manage the 16-19 Bursary Fund, including information guides, contracts, and sanctioning payment and bonuses
* To manage all Sixth Form budgets and order Sixth Form, badges, ties
* To oversee the organisation of Leavers’ Dinner and Dance, Yearbook, Leavers’ Hoodies (liaise with Senior Prefect Team)

**Additional Responsibilities as Assistant Headteacher**

* Quality assurance and effectiveness of school matters as part of the Senior Leadership Team
* Line Management of some subject leaders as designated by the Headteacher
* Duty Team Leader one day per week
* Other duties as delegated by Headteacher to assist with the smooth and effective running of the school