

## Job Description – Deputy Director of Sixth Form - Academic Support

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**Responsible to:** Director of Sixth Form

**Responsible for:** All teachers and support staff within the Tutor team

**Purpose:**

To work in conjunction with the Director of the Sixth Form, Deputy Director of Sixth Form and Sixth Form Administrators across the MSN Sixth campus (Norton Hill School, Somervale School and Bath Dance College).

**Duties and Responsibilities:**

- To act as Director of Sixth Form in the absence of the post holder. To support other Deputy Directors of Sixth Form as required.
- To monitor standards and progress within the Sixth Form.
- To co-ordinate the Skills programme and induction arrangements for new students. Including working with departments to ensure there is an effective transition from Year 11.
- To oversee student progress in both years 12 and 13 and, with the Director of Sixth Form, plan and deliver appropriate interventions to improve attainment and progress
- To help support the development of teaching and learning at Post-16.
- To take specific responsibility for delivery of certain key aspects of the Sixth Form (e.g. citizenship – Post 16) as delegated by the Director of Sixth Form.
- To act as SENCO for the Sixth Form, acting as the lead for Post 16 SEND. This includes liaising with depts, parents and creating profiles for students. To carry out annual reviews as required and ensure their needs are being met in lessons.
- To ensure that adequate support is provided for Disadvantaged, SEND and Gifted and Talented students is provided in the Sixth Form. This includes leading the Russell Group and Oxbridge programme.
- To develop the role of student leadership within the Sixth Form and establish and manage a structure of the Societies within the Sixth Form.
- To liaise with parents as necessary concerning students in the sixth form.
- To liaise with the Exams Officer regarding the organisation of Sixth Form internal exams.
- To coordinate the Next Steps and Careers programme for Sixth Form and ensure the Careers requirements for Sixth Form are met.
- To monitor the destinations of Sixth Form students and use this information to develop the Next Steps Programme.

- To promote and develop a strong super-curricular programme to include the delivery of skills sessions for Sixth Form students across all sites.
- To hold meetings with Heads of Departments and Sixth Form teachers to ensure students' social and academic potentials are realised.
- To lead relevant INSET sessions with tutors and Sixth Form teachers.
- To prepare, organise and hold assemblies for the whole sixth form as required by the Director of Sixth Form.
- To attend meetings with the Director of Sixth Form and other members of the Sixth Form team, including the MAT Sixth Form Leads meetings (termly)
- To monitor progress and achievement; to take appropriate action through the setting up of intervention, and the effective implementation and evaluation of Sixth Form disciplinary processes.
- To be professionally accountable for the work of colleagues within the Tutor team, including observation of tutor activities.
- To undertake any further tasks/duties that might arise, at the discretion of the Director of Sixth Form and Headteacher.

**The post holder will:**

- Comply with the requirements of the Data protection Act and maintain strict confidentiality
- Further develop her/his knowledge, skills and experience whilst in post

**Safeguarding and Promoting the Welfare of Children**

- Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children in the school. We expect all staff, including teaching, support, temporary, casual, supply and volunteers to share this commitment.
- All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns.

**This post is subject to enhanced clearance by the Disclosure and Barring Service.**

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Signed.....  
(Postholder)

Date.....

Signed.....  
(Line Manager)

Date.....