



St Andrew the Apostle

Greek Orthodox School

## Head of Sixth Form

### Leadership scale L7 - L11 Outer London

## Job Description

### Core purpose

- To be responsible for the provision of high quality sixth form education and care.
- To work with school leads on the sixth form curriculum, Teaching & Learning and career opportunities.
- To ensure students make excellent progress from their entry points, to include VA score of no less than 0.1
- To grow the number of students in the sixth form in line with the increase in size of the lower school.
- To contribute to a development programme giving students purpose- built accommodation for their studies.

### Specific responsibilities

#### Academic Progress:

- To monitor the quality of learning experienced by the sixth form, liaising with heads of departments and offering support and guidance where necessary.
- To oversee the Sixth Form curriculum and ensure the provision is suitable and balanced for the whole cohort.
- To complete data analysis on progress reviews and present findings to the Senior Leadership Team and Trust.
- To use assessment data to inform an analysis of individual student progress, collective progress across subjects and key groups and each year group as a whole.
- To plan and take appropriate action resulting from progress review analysis.
- To have an overview of the range of barriers to learning that impact on student progress
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department.
- To monitor the effectiveness of improvement strategies and liaise directly with the Deputy Headteacher Curriculum and SLT.
- To liaise with key staff, for example the SENDCO and the Exams Manager regarding achievement and exam support.



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### Pastoral Care:

- To oversee pastoral care for all sixth form students
- To coordinate fortnightly PSHE sessions, distribute materials and lessons plans where needed, organise outside speakers and facilitate a high quality programme for sixth form students.
- To monitor sixth form attendance and punctuality and take action to improve this where necessary
- To ensure that all tutors are familiar with policy and procedures relating to the year group.
- Where appropriate, to communicate and cooperate with external agencies.
- To implement disciplinary procedures and the behaviour policy as appropriate.
- To coordinate pastoral and academic information received from staff, parents and outside agencies regarding individual students, ensuring that this information is distributed as appropriate and that any necessary action is taken including praise, reward and sanctions.
- To know the students in the sixth form( as well as possible) and to become accepted as someone, in addition to the Form Tutor, to whom they can turn for guidance and support.
- To ensure that high standards of behaviour and dress code are maintained throughout the sixth form.

### Leadership of the sixth form:

- To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and a professional presence in and around the sixth form block
- To lead and manage the Deputy Head of Sixth Form, administrative support for the sixth form and the team of form tutors within the school.
- To ensure the effective induction of new tutors to the year group.
- (To actively supervise the work of the tutor team and act as a positive role model.)
- To hold regular team meetings and to make SLT aware of individual concerns and *year team developments*.
- To ensure the effective operation of the self-evaluation and planning/improvement cycle. IN RELATION TO?

### Administration:

- To plan and run key events in the calendar, including parents' evenings for Year 12 and 13, open evenings, UCAS information evenings, 'meet the tutor' evenings and other events for the parents of sixth form students.
- To oversee the entire UCAS process
- To oversee the entire application process for the sixth form, including liaising with the Deputy Headteacher and Assistant Headteachers on entry requirements, curriculum offer and numbers of classes.
- To promote the sixth form offer to all internal Year 11 students at BFS and work with the marketing team to ensure our profile is high for external students
- (The interviews for the sixth form for all BFS and external students who apply).
- To oversee all offers and rejections of places into the sixth form.



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- To oversee all Oxbridge (and Medicine, Dentistry & Vet) applications, including support with additional tests as required (BMAT, STEP, LNAT, UKCAT, PAT etc.)
- To oversee the sixth form assembly rota
- To organise and hold regular year group assemblies.
- To ensure the maintenance of accurate and up to date information concerning students in the sixth form
- To ensure effective communication/consultation as appropriate with the parents of students.
- To follow agreed policies for communication in the school.
- To contribute to the school liaison and marketing activities e.g. the collection of material for press releases.
- To oversee the deployment of the sixth form bursary funds and liaise with finance.

### General responsibilities:

- To lead both the team of tutors and the cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### Line management:

- To support and appraise the sixth form Administrative Support and Deputy Head of Sixth Form.
- To contribute to the school procedures for lesson observations.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### General:

- Carry out the professional duties of a teacher as outlined in the School Teacher's Pay and Conditions document currently in operation, or any subsequent legislation.
- Take part in the school's appraisal system.
- Undertake an enhanced DBS check.
- Have a strong commitment to furthering equalities in both service delivery and employment practice.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for, or come into contact with, and be fully compliant with the school's safeguarding policy.
- Play a full part in the life of the school community, supporting its distinctive ethos and representing the school in a professional and positive light at all times and to all stakeholders.
- Comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.



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### Person Specification

| Factor                                  | Essential   | Desirable  |
|---|---|--|
| <b>Experience and Leadership skills</b> | <ul style="list-style-type: none"> <li>Ability to teach first subject to A level or equivalent</li> <li>Be able to articulate a vision for the sixth form at BFS</li> <li>Evidence of recent and relevant continued professional development</li> <li>Understand the educational landscape nationally for Post 16</li> <li>Strong leadership ability both operationally and strategically</li> <li>The ability to motivate others</li> <li>Experience and working knowledge of UCAS application process</li> <li>Knowledge of ECM agenda</li> <li>Understand and use data to improve outcomes</li> <li>An ability to offer Post 18 careers support</li> </ul> | <ul style="list-style-type: none"> <li>Experience of working in an urban school</li> <li>Evidence of closing the achievement gap with disadvantaged students</li> <li>Experience of pastoral leadership</li> </ul> |
| <b>Attributes</b>                       | <ul style="list-style-type: none"> <li>Outstanding classroom practitioner</li> <li>Commitment to challenging underachievement in any and all areas</li> <li>Willingness and ability to adapt</li> <li>Capacity for hardwork</li> <li>A team player</li> </ul>   |  |
| <b>Qualifications</b>                   | <ul style="list-style-type: none"> <li>Degree</li> <li>QTS</li> </ul>   |  |
|   | <ul style="list-style-type: none"> <li>Enhanced DBS</li> </ul>  |  |