

## **JOB DESCRIPTION**

### **Head of Sixth Form**

**Responsible to: Headteacher through Leadership Team Link**

**Remuneration: TLR 1A**

**Head of Sixth Form - Job purpose:** To provide professional leadership and management to raise aspirations, to secure high academic standards and maximise the progress of all students during the transition process and in the Sixth Form.

**Head of Sixth Form Role:** The Head of Sixth Form will report to the Headteacher through the Leadership Team Link and be responsible for: the Y11 into Y12 transition programme; implementation of 16-19 study programmes guidance; administration of the 16-19 bursary; the UCAS process; the implementation of the school's policies, plans, targets and practices; the standards and progress achieved by Sixth Form students; the quality of teaching and learning within the Sixth Form tutor team; leading and managing staff in relation to transition work and the Sixth Form tutor team; the effective deployment of resources including teaching and support staff; monitoring budget to ensure no overspends; ensuring all aspects of health and safety, including safeguarding, are in place.

The Head of Sixth Form will be a lead professional and a significant role model within the school community. The values and ambitions of the Head of Sixth Form will determine the achievements of the school and the Head of Sixth Form will be accountable for the education of current and future generations of students. The Head of Sixth Form will lead by example and will be a role model to not only the tutor team, but curriculum teams as well. They will lead in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. The Head of Sixth Form will secure a climate for the exemplary behaviour of all students and will set standards and expectations for high academic outcomes within the learning phase, recognising differences and respecting cultural diversity within contemporary Britain.

**Head of Sixth Form Duties:** The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document. It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. The Teachers' Standards (2011, as amended), including the Personal and Professional Code of Conduct which applies to all teachers, will also provide a foundation upon which this job description is built.

### **Head of Sixth Form Key Objectives:**

#### **A. Qualities and Knowledge**

1. Hold and articulate clear values and moral purpose, focused on providing a world-class pastoral and transition education for all relevant students.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards the students and staff involved during transition and throughout the Sixth Form, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you.

4. Sustain wide, current knowledge and understanding of pastoral and transition education and systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on Chenderit School's vision, ably translating local and national policy into transition work and the Sixth Form context.
6. Communicate compellingly the Sixth Form and the School's vision and drive the strategic leadership, empowering all students and staff to excel.

## **B. Students and staff**

1. Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff within the team for the impact of their work on students' outcomes.
2. Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and pastoral curriculum design, leading to rich tutor based and wider opportunities and students' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within school, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff in the team are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

## **C. Systems and Process**

1. Ensure that all requirements of the 16-19 study programmes guidance are met.
2. Ensure that the transition and Sixth Form systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
3. Provide a safe, calm and well-ordered environment for all students and staff in and during the transition phase to Sixth Form, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
4. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
5. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to meet with Sixth Form Leaders to discuss and understand student, staff and financial performance.
6. Exercise strategic, curriculum-led financial planning within transition work and in the Sixth Form to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's sustainability.
7. Forge a team of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making in relation to strong transition processes and effective Sixth Form practices.

## **D. The Self-Improving School System**

1. Support the Headteacher and the Leadership team in creating an outward-facing school which works in partnership and other schools, colleges, universities and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students approaching and in the Sixth Form.

2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students in transition and in the Sixth Form.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving year group.
4. Shape the current and future quality of transition and Sixth Form work through high quality training and sustained professional development for all staff within the school.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within Chenderit's partnership schools and the Sixth Form - to believe in the fundamental importance of effective transition arrangements in young people's lives and to promote the value of effective secondary – post 16 and post 16 – post 18 education.

## **Head of Sixth Form - Other Duties and Responsibilities**

### **Tutoring and Mentoring**

- Sixth Form assembly programme
- Plan and monitor the quality of the tutor and mentoring programmes including the
  - Promotion the spiritual, moral, social and cultural development of students within the Sixth Form.
  - Have a clear strategy for actively promoting the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, ensuring that all students leave school prepared for life in modern Britain.
  - Active participation in all Sixth Form Student Voice and Student Council work.
- Attend Inclusion meetings and carry out agreed actions, as required.
- Organise parent information (e.g. Post 18 Progression Routes, student Finance) evenings.
- Organise parent consultations in line with agreed school routines.
- Understand the key messages from Sixth Form achievement data analysis.
- Monitor Sixth Form, year team, tutor group and individual attendance rates and take appropriate action including liaising with outside agencies, as required.
- Contribute to reviews of students on the SEN register and draw up appropriate plans, as appropriate.
- Ensure that all students receive appropriate and timely Information, Advice and Guidance, including all post-18 progression routes.
- Follow the admissions process.

### **Other**

- Lead and manage a team of tutors.
- Lead and manage all KS4/Post 16/Post 18 transition activities
- Attend and contribute to the Middle Leaders' meetings (Curriculum) as per the Calendar.
- Ensure the Deputy Head of Sixth Form attends and contributes to the Middle Leaders' meetings (Guidance) as per the Calendar.
- Attend all Post 16 Parent evenings as per the Calendar.
- Attend Governors' Meetings as requested.
- Attend Governors' Link Meetings biannually.
- Attend Leadership Team Link Meetings.

- Lead and monitor engagement of students in the sixth form enrichment programme, including the annual charities week and extravaganza.
- Ensure the 16-19 bursary is implemented and utilised effectively.
- Take an active role in Department and Year Team Reviews and work scrutinies, as and when necessary.
- Contribute to SIM.
- Contribute to whole school CPD.
- Contribute to Keep In Touch weekly newsletter.
- Participate in on-call and other Leadership and Management duties, as required.
- Contribute to the school's website and other publications.
- Participate in the school's appraisal/performance management processes, as required
- Quality assure the above arrangements.
- Undertake any other reasonable request by the Headteacher.

Signed .....  
(Post holder)

Signed .....  
(Line manager)

**February 2023**