



The Redhill
Academy

HEAD OF SIXTH FORM JOB DESCRIPTION (in conjunction with teacher job description)

Supervise:	Deputy Head of Sixth Form, Academic Mentor and Sixth Form Administrator
Key interface with:	School Leadership Team, Trust Director of Post-16, Sixth Form Lead for Oakwood Campus
Salary:	TLR 1c
Teaching commitment:	approximately 16 periods

Leadership

Overall responsibility for the academic achievement, pastoral support and provision, recruitment and destinations of Post-16 students at The Redhill Academy, including those on The Redhill Academy Oakwood Campus

Work with SLT to provide the strategic direction of Redhill Sixth Form

Line manage Deputy Head of Sixth Form, Academic Mentor and Sixth Form Administrator

Support SLT with the QA of teaching and learning in Sixth Form lessons

Overall responsibility for the standards set by Post-16 students as role models

Manage the pastoral team of tutors and run a meeting schedule throughout the year

QA the tutor programme and mentoring

Meet weekly with SLT link to manage the day to day running of Redhill Sixth Form and work on delivering the School Improvement Plan

Meet fortnightly with Trust Director of Post-16 to discuss Trust issues and developments

Meet regularly with the Sixth Form lead on the Oakwood Campus

Attend all Trust Post-16 meetings

Achievement

Raise achievement through analysing data collections and leading Zorba meetings to coordinate interventions from faculty and pastoral staff

Meet with parents and liaise with teaching staff, where necessary, to ensure students are on track to achieve their target grades

Attend GCSE and A Level results days to support Y12 applicants and Y13 destinations

Monitor the delivery of the EPQ

Safeguarding and support

Achieve and maintain high level safeguard training as part of the Academy safeguarding team

Support SLT to develop and maintain systems in Sixth Form to ensure students are safe

Provide pastoral care for Sixth Form students

Lead on safeguarding cases in Y12

Work with Academy and outside agencies to support students

Lead on the transition of students into Y12, including the Welcome Evening

Recruitment

Ensure high numbers in the Sixth Form through recruitment and promotion programme

Organise the Post-16 Open Evening including the prospectus

Lead on the recruitment of students from Trust schools, especially The Oakwood Academy and Park Vale Academy

Lead on the development of the online application system

Lead on the interviews of applicants into Year 12

Interview Year 11 students and offer advice and guidance to ensure they are on the most appropriate learning pathway in conjunction with the Careers Adviser

Destinations

Increase aspirations and support students in applying to higher education

Oversee the overall destinations strategy to include:

- Liaising with the Careers Advisor regarding lower school G&T events
- Unifrog launch
- Redhill Lecture programme
- Early Entrants programme
- Acting as the school lead for HE+ events
- Stepping Up days
- Next Steps Conference
- University visits
- Apprenticeships and other pathways

Organise Oxbridge Mock exams

Assist the Trust Director of Post 16 with Early Entry student mock interviews

Lead on the UCAS process for all students