

Job Description

Job Title:	Head of Sixth Form
School:	Sir John Lawes School
Salary:	L10 - 13

Aim and main purpose of the job

To sustain and improve the quality of education and care offered to the Sixth Form students in the school through promoting the highest possible standards of education, equality of opportunity, and an environment which is conducive to excellence in learning.

Specific Responsibilities as Head of Sixth Form

General

- To establish a clear vision and direction for the Sixth Form that reflects the school's overall ethos and values.
- To cultivate and develop self-review of the Sixth Form provision so as to ensure excellent standards of learning, progress and pastoral care;
- To set challenging targets for students and provide the support that they need to achieve their targets;
- To ensure that barriers to learning that students face are bridged;
- To lead and oversee student transition into the Sixth Form from Year 11 and from Year 13 into Higher Education, apprenticeships or the workplace;
- To oversee and quality assure Sixth Form reporting, provision of subject information to parents, parents' evenings and response to parents' enquiries, ensuring that high standards are maintained;
- To ensure that school policies and practices are being delivered and implemented consistently;
- To maintain effective discipline through implementation of the school's agreed procedures;
- To support and implement the Health and Safety policy and procedures of the school at all times.

Child Protection, Discipline, Health and Safety

- To promote and safeguard the welfare of the students in the Sixth Form;
- To maintain good order and discipline among the students and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities off-site.

Advice and Guidance

- To co-ordinate and manage the Post-16 Information Evening for Year 11 students and their parents;
- To attend the GCSE results day to confirm subject choices for incoming Year 12 students, meeting with parents to clarify these choices on and after the results day where necessary;

- To liaise with Heads of Faculty during the GCSE results period, to assist Year 11 students in finalising their courses and timetables in the light of the results that they have achieved;
- To lead and conduct Post-16 advice and guidance meetings for Year 11 students applying to study in the Sixth Form;
- To ensure that students are well informed of their options beyond Year 13 study;
- To advise applicants and their parents on choices of university course, apprenticeship or career pathways;
- To arrange visits to Higher Education conferences;
- To lead and oversee the UCAS process for students in Years 12 and 13;
- To prepare for and deliver the UCAS and Oxbridge Information Evening for parents and Year 12 students in the Summer Term;
- To give support and feedback to Year 13 students on their personal statements;
- To provide a UCAS reference on behalf of the school, in conjunction with the Sixth Form Tutors, and to see the process through to its conclusion;
- To organise mock interviews for Oxbridge applicants;
- To provide references, on request, for past students;

Academic and Pastoral Leadership

- To plan the development of the Sixth Form with the Assistant Head of Sixth Form and Tutor Team and to write the sixth form development plan within the framework of the school development plan;
- To monitor the academic progress and well being of Sixth Form students in combination with the Sixth Form Leadership team and form tutors;
- To liaise with other key staff, such as the DSP, SENDCo and Examinations Officer to ensure that additional support that students require is catered for;
- To celebrate academic and pastoral achievements and to give recognition to students who have reached their targets and performed to the best of their ability;
- To monitor provision of accommodation for future development of the Sixth Form;
- To organise the appointment of the Head Student and Prefect Teams;
- To create, monitor and develop form tutor resources and tracking documents;
- To support and lead the tutors in the use of appropriate tracking documents;
- To support the internal examinations for Year 12 students and the mock examinations for Year 13 students;
- To be prepared to teach on the EPQ course as part of the Sixth Form enrichment programme;
- To monitor provision of accommodation for future development of the Sixth Form;
- To ensure that Health and Safety issues are properly understood and procedures followed effectively and consistently.

Finance

- To be responsible for the Sixth Form annual budget, to monitor expenditure and keep an inventory of equipment and other resources.

Communication

- To organise and lead Sixth Form Tutor meetings;
- To attend Middle Leaders Meetings and other meetings as appropriate;
- To attend Sixth Form Consortium meetings and liaise regularly with the Heads of Sixth at the other consortium schools;
- To attend relevant CPD relating to Sixth Form leadership and development and to promote relevant CPD to the tutor team;
- To be responsible for the Sixth Form pages on the school website for providing up-to-date, accurate information or updates to the website coordinator;
- To liaise with Heads of Faculty during the KS5 results period, to assist Year 13 through the UCAS clearing procedure and to deal with any queries regarding results; this will require attendance at school in the holiday period when the results come out and availability to provide advice and guidance around this period;

- To organise the Year 12 Information Evening for parents at the start of the Autumn Term;
- To organise a taster event for students potentially joining the Sixth Form from other institutions;
- To organise the Year 13 Leavers' Ceremony;
- To oversee the in year admission of students and ensure that there are systems in place to support them in settling into their new environment quickly and easily.

Line Management Duties and Areas of Responsibility within the Sixth Form

- To lead and line manage the Assistant Head of Sixth Form, KS5 SSM and the Sixth Form Tutor Team and to promote development and training opportunities for these roles;
- To liaise regularly with the Senior Leadership Team link for the Sixth Form;
- To meet regularly with the Head Student and Prefect teams and to work with these students to support the smooth running of the Sixth Form and wider school events;
- To work with the Head Student team to organise the Sixth Form Leavers' Dinner;
- To ensure the Sixth Form area is kept in good order, promoting a conducive, safe and orderly environment.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

This job description should be read in conjunction with the statutory requirements in the current version of the School Teachers' Pay and Conditions document.

March 2021