

Head of Sixth Form

TLR 1.1

Job Purpose	Overall responsibility for the welfare, learning and progress of students in the Sixth Form
Reporting To	The Headteacher via the Deputy Headteacher.
Responsible for	Pastoral and academic progress of the Sixth Form Leading the team of Sixth form tutors Leading the Sixth Form team and support staff
Accountabilities (in addition to those required of a qualified teacher)	<p>1. Strategic Direction and Development of the Year Groups</p> <ul style="list-style-type: none"> • Develop and implement policies and practices for the Sixth Form which reflect the school's commitment to high achievement, pastoral care and effective teaching and learning. • Create a climate which enables staff and students to develop and maintain positive attitudes towards the learners and confidence in tutoring them. • Establish a clear, shared understanding of the contribution that year activities play in learners' spiritual, moral, social and cultural development, and in preparing them for adult life. • Implement effective and personalised support for learning for all Sixth Form students through tracking and monitoring using analysis of academic and pastoral data • Produce an action plan linked to school priorities for improvement. • Keep abreast of national, regional and local data and evidence to inform policies, practices, expectations, targets and teaching methods. • Ensure that the work of the year group sits within whole school policies such as Assessment, Marking and Reporting Policy, Diversity, Anti-Bullying and Behaviour for Learning • Ensure that the students' dress code is adhered to. • Promote positive behaviour management strategies that directly support effective teaching and learning • Oversee all aspects of the writing to references and the writing and administration of the UCAS process, ensuring consistency between tutors. • Support the recruitment and retention of Sixth Form students including the promotion of the Sixth Form to attract external applicants with the aim of further increasing numbers in the Sixth Form. • Organise the enrichment programme for the Sixth Form. • Organise and run the annual Year 12 Induction programme.

	<ul style="list-style-type: none"> • Oversee the transition process from Year 13 to Higher Education or to the workplace, including organising visits as necessary and attending the August results days so as to advise students. • Organise the run the annual Sixth Form Open Evening. • Responsible for the production of the Sixth Form prospectus and any other relevant publications. • Encourage strong and impactful student leadership engagement, linking in with the smaller school structure in Years 7-11. • Encourage students to contribute positively to the wider life of the Sixth Form in particular and to the wider life of the school in general.
	<p>2. Learning and Progress</p> <ul style="list-style-type: none"> • Plan and co-ordinate the Learning for Life programme for the Sixth Form, including forging strong links with guest speakers and external organisations. • Ensure that teachers are clear about the objectives of tutor and mentor sessions and communicate such information to learners. • Monitor effective development of the literacy, numeracy, ICT and citizenship skills of students in the year groups. • Monitor student progress against their targets for all subjects. • Ensure that learners are able to increasingly develop effective study skills and an increasing independence in learning. • Establish a link with parents/carers to further involve them in their child's personal development. • Promote whole year group, School and whole school priorities for personal development such as charity foci, extra-curricular programme/s, mentoring and Off-Site Learning Opportunities. • Monitor attendance and punctuality and follow the school's escalation process. • Keep reports and appropriate records of learner development as active citizens including behaviour. • Ensure rewards and sanctions are used within the whole school policy framework. • Take a pro-active approach to line management process, through keeping a critical eye on student progress and engagement data and bringing forward ideas for discussion. • Take steps to prevent bullying and support victims of bullying, including racist and homophobic incidents. • Devise and implement an academic mentoring programme for Sixth Formers. • Enhance the academic performance of Sixth Formers. • Oversee the private study arrangement for Sixth Form students to ensure that they use their time effectively. • Support the CIAG programme, supporting students to aim high and reach their desired destinations post-18.
	<p>3. Leading and Managing Staff</p> <ul style="list-style-type: none"> • Model high expectations for learners and staff in all aspects of work (in teaching and learning and professional relationships). • Support staff to achieve constructive working relationships with learners.

	<ul style="list-style-type: none"> • Establish clear expectations for constructive and consistent working relationships among staff involved in the year team. • Contribute to the appraisal of staff as required according to whole school policy and practice. • Contribute to professional development of staff through example. • Line manage and agree the responsibilities of the Assistant Head of Sixth Form. • Line manage the Sixth Form tutor team.
	<p>4. Other Duties and Responsibilities</p> <ul style="list-style-type: none"> • Lead, organise or deliver a year assembly every week • Co-ordinate and attend all Sixth Form Parental Consultation meetings and Awards Evenings as per the Calendar • Attend Leadership Team Meetings as required. • Ensure reports are produced to a high standard and on time. • Liaise with the Lead Safeguarding Officer and Child Protection Officers on issues connected with child protection. • Ensure that the SLT are kept informed regularly of Sixth Form matters and are advised of any required developments.
General requirements	<p>All school staff are expected to:</p> <ol style="list-style-type: none"> a) Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan. b) Contribute to the school's programme of extra-curricular activities. c) Support and contribute to the school's responsibility for safeguarding students. d) Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. e) Promote equality and opportunity for all students and staff, both current and prospective. f) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g) Engage actively in the performance review process. h) Adhere to policies as set out in the School's Staff Handbook. i) Undertake other reasonable duties related to the job purpose required from time to time. <p>Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post holder's role within the school.</p>

Postholder:

Signature:.....

Printed Name:.....

Line Manager:.....

Signature:.....

Printed Name:.....