**Head of Sixth Form**

**Job Specification**

**This is a fantastic opportunity for an aspiring school leader.**

**To oversee the effective operational day-to-day running of a large, successful comprehensive sixth form of approx. 240 students (plus students from Windsor Girls’ School in the Sixth Form) aged 16-19 and to further build on its considerable strengths.**

The Head of Sixth Form will have responsibility for the day-to-day running of the Sixth Form; including students’ academic progress, pastoral welfare, the running of the Sixth Form Centre whilst being part of the strategic team developing the Sixth Form.

Reporting to the Deputy Headteacher (Raising Standards Leader Key Stage 5), the Head of Sixth Form will be instrumental in the overall leadership and management of the Sixth Form and be active in promoting its aims, as well as those of the school generally, and supporting an ethos that promotes achievement and high standards for all irrespective of starting point.

1. **General responsibilities:**

* Employ a range of strategies to enhance students’ academic performance.
* Ensure high quality student support through fostering excellent and trusting relationships in the Sixth Form with all stakeholders.
* Promote the Sixth Form to ensure retention of existing Year 11 pupils and the recruitment of external applicants.
* Lead and manage the UCAS process.
* Lead and manage a team of year 12 and 13 tutors.
* Liaise with teaching staff and HODs about academic and pastoral concerns.
* Establish an effective and close working relationship with the Deputy Headteacher (RSL key stage 5).
* Oversee the running of the Sixth Form Centre

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* Be instrumental in contributing to the Teaching and Learning agenda across the school, but especially at Key Stage 5.

2. **Specific responsibilities:**

* To encourage students to contribute positively to the life of the Sixth Form and the wider life of the School.
* To develop an effective tutor time activity programme.
* To monitor Sixth Form attainment and effort grades and react accordingly.
* To build excellent relationships with parents/carers to support students.
* To ensure the Sixth Form is a comfortable and welcoming place for Windsor Girls’ School students doing qualifications at The Windsor Boys’ School.
* To oversee all aspects of reference writing and the administration of the UCAS process, in conjunction wit the Sixth Form Administrator.
* To be available for a period in August (approx. 5 days) to deal with results at KS5 and to manage the transition of year 11 students from year 11-12 on the release of GCSE results.
* To ensure that the School Leadership Team and staff are advised regarding national developments with reference to University policies, careers and specific areas of Sixth Form curriculum, via membership of the extended leadership team.
* To take responsibility for the Sixth Form prospectus, associated publications and the Sixth Form area of the School website.
* To support tutors in dealing with routine student absence, lateness and disciplinary matters.
* To contribute towards the private study arrangements for Sixth Form students.
* To liaise with the Careers Lead to ensure provision for students is appropriate.
* To oversee the Sixth Form co-curricular programme.
* To work with Year 11 tutors, students and parents to ensure the smooth transfer of boys to the Sixth Form.
* To organise and run the Sixth Form Open Evening and other relevant events, in conjunction with the Deputy Head.
* To organise and run a Year 12 induction programme and ‘drop-down’ taster day.
* To manage the School Prefects.
* To take part in the interview process for Senior Prefects.
* To do regular Sixth Form assemblies in accordance with the assembly rota.

**3. Personal Qualities:**

* To believe that every young person deserves the very best education
* To have great integrity
* To be tenacious and resilient.
* To have a good sense of humour.
* To be organised and efficient
* To be articulate on paper and verbally
* To be emotionally intelligent
* To be personable, affable and calm.

This job description is not exhaustive and the postholder will be expected to undertake any other duties as reasonably requested by the Headteacher or Deputy Head.