



JOB DESCRIPTION	
Post Title: Head of Sixth Form	Grade: <i>Salary enhancement in line with Leadership scale points 8 – 12 depending on successful applicant L2, Pt 8 (£58,132) – L3 Pt. 12 (£63,319)</i>  Fixed term
Department: Sixth Form	Responsible to: Deputy Headteacher
Role Summary:  The Head of Sixth Form is a role for a teaching member of staff who will work to ensure the best management of the Sixth Form to ensure each student is able to reach their full potential and pursue post-18 education or training. Post holder will lead on the design and implementation of Higher Education and will be committed to the growth of the Sixth Form. The Head of Sixth Form is expected to have a clear understanding of the vision, aims and ethos of the whole school and will have a clear understanding of what exceptional teaching and learning is like at post 16 level. The post holder will see that the academic and pastoral framework of the Sixth Form is interrelated, and this will be apparent at all strategic planning and implementation.	

### Student Progress, Attainment and Wellbeing

- To contribute towards creating a unique vision and ethos for the learner.
- To oversee the progress of all students in the Sixth Form and lead the year 13 cohort by having high expectations and monitoring and evaluating the effectiveness of learning outcomes.
- To analyse and interpret a range of data pertinent to the whole Sixth Form, in order to monitor attainment, progress, behaviour, rewards, attendance and punctuality both as a whole and of key groups. To set up interventions and enhancement accordingly.
- To have overview of and monitor the use of rewards and sanctions in line with the whole school behaviour policy.
- To review and contribute to the design of the Sixth Form Planner.
- To promote the development of literacy across the Sixth Form in liaison with the Literacy lead.
- To create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development. To plan and run information sessions and progress meetings for parents according to the need of the Sixth Form, this includes Academic Reviews and Parents Evenings.
- Oversight of new admissions in Year 12 and the whole Sixth Form and the associated induction programme for each new student. This will include Open morning/evenings, Year 12 inductions, Year 12 residentials and mid-phase inductions.
- To lead on the planning and running of year group assemblies each week for Year 13 and have overview of all the Sixth Form assemblies.
- To participate in Year Inclusion meetings for Year 13 and to have an involvement in the additional monitoring of Year 13 students with EHA, EHCPs and PSPs.
- To participate in effective liaison with both internal and external agencies.
- To develop a comprehensive Tutor Programme for the Sixth Form that supports progress, the wider curriculum, and Higher Education.



- To lead on the provision of a range of enrichment and personal development opportunities that are embedded into the Sixth Form offer in liaison with wider curriculum leaders and SLT line manager.

## **Management and Development of self and others**

- To line manage the Year Team Leader for Year 12 and line manage/have oversight of the strategic deployment of all relevant staff for the Sixth Form, including performance management and annual appraisal process.
- To develop and maintain a culture of high expectation for self and for others and take appropriate action when performance is unsatisfactory.
- To regularly review own practice, set personal targets, manage workload and take responsibility for own personal development.
- To work with SLT line manager to create a Sixth Form leadership review which contributes positively to the achievement of the school improvement plan.
- To build a collaborative learning culture within the Sixth Form and actively engage with other schools to build effective learning communities
- To continue personal development in the relevant areas including subject knowledge, teaching methods and leadership skills.
- Participate in whole school and CPL programmes

## **Higher Education**

- To lead on the design and strategic planning of Higher Education in the Sixth Form and other relevant year groups. This will include overseeing the coordination of HE by YTLS and SACS. To work with SLT, Curriculum leaders and external agencies to promote and drive HE in the Sixth form and other relevant year groups.
- To continue existing partnerships with universities, schools and other organization to develop the provision of the Sixth Form and fulfil Higher Education needs.

## **Professional Standards**

- Support the aims of the Sixth Form and the whole school to promote a "learning community".
- Treat all members of the community, colleagues, and students, with respect and consideration.
- Promote the aims of the school by attendance at, and participation in events such as open evenings, Pathways evenings and the like (as appropriate to responsibilities).
- Support the ethos of the school by upholding the Code of Conduct, dress code/uniform rules, etc.
- Undertake duties as prescribed within School policies.
- Be proactive and take responsibility for matters relating to health and safety.

## **Development of Learning and Teaching in the Sixth Form**

- To work with the SLT Line Manager and SOE to engage with and participate in quality assurance across the Sixth Form e.g., learning walks and book reviews to ensure that all teaching principles and curriculum expectations at SPWT are met.
- To provide regular feedback for subject colleagues either directly or to Heads of Faculty in a way which recognises good practice and supports their progress against performance management objectives resulting in tangible impact on student learning
- To ensure all subject staff understand, and are actively implementing, the key aspects of the Sixth Form/school's behaviour and inclusion policies.
- To challenge underperformance at all levels and ensure effective corrective action and follow up.



- To take a strategic role in the development of new and emerging technologies and learning platforms to enhance and extend the learning experience of students.

## **Management of Sixth Form**

- Assisting in the recruitment and leading on induction of Sixth Form staff in accordance with the DfE's Safer Recruitment in Education guidelines and the school's Recruitment policy.
- Determining roles and responsibilities, and leading and managing the Key Stage 5 team.
- Writing and maintaining a Sixth Form Development Plan (SFDP) which dovetails with the School Development Plan, and which lays out strategies for improving student progress at KS5 within the Faculty
- Ensuring efficient communication within the Sixth Form and creating an environment where there is visible acknowledgement that everyone's contribution is valued.
- To work with all teachers and students to set key expectations for the sixth form around presentation, pride and organisation and monitoring this- folder checks, lessons drop ins.
- To develop an effective approach to and monitor the effectiveness of 6th form study periods for homework, revision and further reading. This includes overseeing the supervision of the study space and this environment is well maintained and suitable for its purpose.
- To work with school librarian and develop a strategy for the Sixth form library so that reading and research is an integral part of the Sixth Form.
- To seek opportunities to invite parents and carers, community figures, businesses, or other organisations into the Sixth Form to enhance and enrich the Sixth form and its value to the wider community.
- To write reports on different aspects of the Sixth Form and present this to parents, SLT, governors and other stakeholders.

## **Finance and resources**

- Ensuring that the Sixth Form budget is used in line with school procedure and that resources are recorded and monitored.
- To seek to ensure the effectiveness of the Sixth Form's equipment, proper maintenance of the materials/resources/space and observance of relevant health and safety regulations.

## **General administration**

- Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality.
- Ensure that communications are responded to in a timely manner and agreed deadlines are met.

## **Equality and Diversity**

- The school has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

## **Health and Safety**

- The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.



## **Safeguarding**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.

The Head of Sixth Form will work under the leadership of the Deputy Headteacher for KS5. The postholder may be required to undertake such other duties as are commensurate with the post and which may be required by the Executive Headteacher.



## Person Specification

Knowledge and Experience	Essential	Desirable
Qualified teacher status.	✓	
Good degree in subject specialism or related discipline.	✓	
Knowledge of the National Curriculum in subject specialism.	✓	
The knowledge and understanding of current theory and best practice in learning and teaching, particularly as this relates to high attainment and progress.	✓	
Evidence of excellent classroom practice with a proven ability to teach to a consistently to a high standard.	✓	
Relevant experience/proven success in teaching subject specialism at all Key Stages and confidence in developing the curriculum.	✓	
Ability to recognise and respond to the needs of students of different attainment levels, including knowledge of intervention strategies that can be used effectively at Key Stages 3, 4 and 5 to address under-performance.	✓	
Good understanding of effective procedures for managing and promoting positive behaviour among pupils.	✓	
Strong management skills and evidence of motivating pupils and staff, including other middle managers.	✓	
Ability to monitor the quality of teaching and learning across Key Stage 5, providing appropriate support and developing staff as required.	✓	
An ability to analyse and interpret both internal and external data accurately and to use this to inform future planning and intervention.	✓	
Understanding of and ability to use ALPS.		
Understanding of sound financial planning and best value practice.	✓	
Track record of raising standards at middle leadership level.	✓	
Experience of promoting highly effective communications within and between teams and other stakeholders in the school community.		✓
Skills and Abilities	Essential	Desirable
Good level of ICT skills.	✓	
Ability to lead and manage own work effectively and take responsibility for own professional development.	✓	
The ability to work as part of a team and to lead, motivate and inspire pupils, support staff and to forge positive relationships with parents.	✓	
Ability to implement and support with leading whole school initiatives, supporting colleagues to raise standards through effective professional development and increased subject knowledge and skills.	✓	
Good understanding of the importance of culture and ethos and how these impact on morale, high expectation and high standards.	✓	
Personal Qualities	Essential	Desirable
Ability to develop good personal relationships within a team; making an effective contribution to high morale.	✓	
Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels.	✓	
Commitment to contributing to school life as a whole, and willingness to be involved with clubs and community projects.	✓	
An appetite and stamina for challenging work with a proactive approach.	✓	
A passion for teaching own subject specialism and a belief in the success of young people and obtaining high standards.	✓	
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.	✓	
Ability to communicate effectively (both orally and in writing) to a variety of audiences.	✓	



A good-humoured approach to all aspects of teaching, management and leadership.	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to equality of opportunity and the safeguarding and welfare of all students.	✓	
This post is subject to an enhanced Disclosure & Barring Service check	✓	