

Job Description: Head of Sixth Form

Purpose: Professional leadership to lead and manage all elements of educational provision for pupils in the sixth form by maintaining the highest possible standards of student achievement, personal development and well-being.

Responsible to:

Working conditions: These will be as specified in the latest [School Teachers' Pay and Conditions Document](#) The post holder will continue to meet and build upon, as appropriate:

- The National Standards for QTS as laid down by the Department for Education, relating to:
 - a) Professional values and practice
 - b) Teaching
 - c) Knowledge and understanding
- The Induction Standards
- The Threshold Standards

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. Strategic direction and development of the Sixth Form:-
 - to ensure that year team culture, policies and practices follow and contribute to those of the school;
 - to contribute to a whole-school culture and climate which:
 - enable staff to develop and maintain positive attitudes towards the sixth form, and confidence in teaching students in the sixth form and encourage students to make a positive contribution to school life and to have their voice heard;
 - to create an annual plan/programme for the sixth form, which contributes to the achievement of the School Improvement Plan, and which involves all year staff in its design and evaluation. This will reflect the school's commitment to continuous improvement, high achievement, effective teaching and learning, and inclusion;
 - to set expectations and goals for colleagues and students in relation to standards of achievement and behaviour. To lead and organise assemblies to promote these aspirations;
 - to contribute to whole school planning, monitoring, review and evaluation;
 - to monitor, evaluate, and review standards of leadership, teaching and learning, and student achievement against school, local, and national standards, including by lesson observation, sampling work, checking diaries/link books, collating and interpreting data; report annually on the above;
 - to represent the year team in the wider school community and liaise with the rest of the school, outside agencies, governors, partner schools, further and higher education etc.; ensure that the above have relevant information on students in the cohort;
 - to keep up to date with national developments in pastoral care, personal development, progress tracking, and teaching practice and methodology.
3. Teaching and Learning: -
 - to support and promote outstanding teaching and learning in the sixth form;
 - to have a role in evaluating the quality of teaching, the standards of student achievement and the setting goals for improvement i.e. monitoring of homework set;
 - to assist relevant colleagues with the management of school assessment systems and examinations;
 - to work with relevant PSHE staff to ensure that school programmes are effectively delivered and that their impact is evaluated. These should contribute to students' well-being, promote their spiritual, moral, cultural, and physical development and help prepare them for the opportunities, responsibilities and challenges of adult life;

- to promote and support extra-curricular activities, which enrich and support the learning and experience of all students, and increases their participation in school life;
4. Leading and managing staff;
- to build a team in which outstanding practice is shared, and meeting time is used effectively to raise achievement and support students' personal development and well-being;
 - to support/challenge and professionally develop staff so that they are effective in their role(s) as teachers and form tutors; the above to include participating in and leading the school's programmes of staff training and development;
 - to communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented;
 - to ensure that staff understand and effectively implement school policies.
5. Student progress and standards of achievement;
- to implement the school's policy and practice for the tracking of student progress;
 - to monitor the targets set for students, and to manage intervention to maximise progress;
 - to promote, manage, and be responsible for high standards of student behaviour, attendance and punctuality;
 - to implement creatively the school's systems for rewarding good student performance and to ensure all staff use them effectively;
 - to establish a positive partnership with parents/carers to involve them in their child's learning and progress; to arrange consultation afternoons & evenings;
 - to work with other staff, including Learning Development and external agencies to ensure that students' needs are identified, suitable Individual Education Plans and Pastoral Support Programmes are drawn up, and that these are implemented, and reviewed;
 - to ensure that information from previous years/schools is available to staff and advise on its effective use; to ensure that such information is passed on to any receiving institution.
6. The efficient and effective deployment of staff and resources: -
- to manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down;
 - to assist in the recruitment of staff;
 - to advise on the effective deployment of staff and ensure that there are appropriate arrangements in their absence;
 - to ensure that year accommodation/ area, resources and equipment are maintained in good order, including the management of:
 - a) health and safety
 - b) security
 - to provide a stimulating environment that promotes interest and learning.

OTHER SPECIFIC DUTIES

7. To undertake any other duty as specified by the School Teachers' Pay and conditions Document not mentioned in the above.
8. To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification: Head of Sixth Form

Qualifications	Essential	Desirable	How measured
<ul style="list-style-type: none"> Good Honours degree in relevant subject QTS 			Application
Evidence of professional development			Application and interview
Experience			
Experience of Excellent teaching at KS3, KS4 and KS5 across the ability range			Application, references and interview
Evidence of being able to personalise learning		Involvement in Departmental development	Application, references and interview
Use of data to monitor and raise achievement		Involvement in extracurricular activity	Application, references and interview
Evidence of consistent use of Assessment for Learning (AFL) techniques		Evidence of Ongoing CPD	Application, references and interview
Skills			
Positive behaviour management skills			Application, references and interview
Excellent communication and interpersonal skills			Application, references and interview
Strong ICT competence and the ability to use ICT to enhance learning			Application, references and interview
Problem solving skills			Application, references and interview
Organisational skills/ability to meet deadlines			Application, references and interview

Qualities

Commitment to student safeguarding and well being

Application, references and interview

Commitment to equal opportunities

Application, references and interview

Ability to inspire and enthuse

Application, references and interview

A willingness to share in the school's educational vision

Application, references and interview

Strong team player

Application, references and interview

Self-motivation and a sense of initiative

Application, references and interview

Open and transparent work ethic

Application, references and interview

Flexibility

Application, references and interview

Professional conduct and personal integrity

Application, references and interview

Excellent attendance and punctuality

Application, references and interview