



St John Bosco College

Head of Sixth Form Job Description

The Head of Sixth Form will have responsibility for the day-to-day running of the Sixth Form, the academic progress and pastoral welfare of the Sixth Form students, recruitment of students into the Sixth Form and the operation of the Sixth Form centre.

As a key member of the school's Middle Leadership Team, the Head of Sixth Form will contribute to the overall leadership and management of the School, be active in promoting its aims, and supporting an ethos that promotes achievement and high standards.

The Head of Sixth Form will report to the Deputy Head

1. **General responsibilities:**

- Enhance students' academic performance
- Ensure a high quality of pastoral care and student support in the Sixth Form
- To cultivate and develop self review of the Sixth Form provision so as to ensure excellent standards of learning, progress and pastoral care
- To line manage the Sixth Form Tutors and Assistant Head of Sixth Form
- To oversee the writing of Sixth Form reports, provision of subject information to parents, parents' meetings and response to parents' enquiries, ensuring that high standards are maintained
- To maintain effective discipline through implementation of the school's agreed procedures; 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 elsewhere
- Promote the Sixth Form to ensure retention of existing Year 11 pupils and the recruitment of external applicants
- Lead and manage the UCAS process
- Support the Catholic Salesian ethos of the school
- Oversee the running of the Sixth Form area
- To implement the school's agreed policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- To support and implement the Health and Safety policy and procedures of the school at all times

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 and deliver a structured and purposeful tutorial programme
- To monitor and be accountable for Sixth Form attainment and effort grades
- To write reports on all Sixth Formers and review reports with students and parents
- To liaise with parents, staff and other agencies to support students
- To oversee all aspects of reference writing and the administration of the UCAS process including leading on results day/clearing in the Summer holiday (3 days)
- To review post-16 examination results in August and at other times during the year
- To lead and develop the use of Sixth Form data
- 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
- To take responsibility for the Sixth Form prospectus, associated publications, and the Sixth Form area of the School website
- To deal with routine student absence, lateness and disciplinary matters
- To organise the private study arrangements for Sixth Form students
- To further develop a Sixth Form co-curricular programme
- To develop high quality work experience and service opportunities for all students
- To work with Year 11 tutors and students and to ensure the smooth transfer of students to the Sixth Form
- To conduct individual interviews with Year 11 students and parents (in February) after the mock GCSE examinations
- To organise and run the Sixth Form Open Evenings for students and parents/carers and other events as appropriate
- To organise and run a Year 12 induction programme
- To manage the Student Leadership Team and develop leadership in the Sixth Form
- To be aware of the Sixth Form website entry and be responsible for providing up-to-date, accurate information or updates to the website coordinator
- To assist the Examinations Officer in the conducting of Public Examinations in the Summer Term and work with the AHT for Assessment on conducting Year 12/13 PPE exams throughout the year

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

Head of Sixth Form Person Specification

Essential

- A good Honours graduate with outstanding teaching skills
- A track record of achievement and ambition
- Ability to motivate and inspire others: both colleagues and students
- A considerable work rate and high degree of administrative efficiency
- Excellent inter-personal and communication skills
- Sensitivity to deal with difficult pastoral and staffing issues
- A positive approach to problem solving
- Knowledge of current educational issues including developments in the sphere of public examinations, careers and university entrance.
- Strong ICT skills
- A willingness to support the school ethos

Desirable

- Previous middle leadership experience preferably gained in a Sixth Form environment.
- Recent experience of Sixth Form teaching
- Previous experience of pastoral leadership
- Demonstrating real promise for further promotion in due course
- Enthusiasm and optimism
- Adaptability