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|  | Job DescriptionHead of Sixth Form **Salary**: **Leadership Scale 7 - 11** |

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| **Responsible to: SLT Link** |

This post is an opportunity to play a crucial role in ensuring that Bishop Stopford’s School becomes an outstanding school. All teaching staff and leaders play an integral part in the success and progress of our students. The Head of Sixth Form will develop, plan and ensure the delivery of effective and high quality learning experiences for all of our Sixth Form students, ensuring that they are able to succeed and progress in their educational journey.

**LEADERSHIP AND MANAGEMENT**

* To lead the strategic development of the Sixth Form
* To be operationally responsible for the day to day management of the Sixth Form students
* To promote the Sixth Form to ensure retention of existing Year 11 pupils and the recruitment of external applicants
* To implement informed strategy to ensure support with the academic progress of students in the Sixth Form
* To act as a lead for the pastoral welfare of students in the Sixth Form
* To develop and implement strategies to promote positive behaviour and ensure high levels of academic achievement for all post-16 students
* To develop and implement policy, practice and targets for the Sixth Form
* To develop and maintain successful links within the wider community, to include universities, businesses and local employers.
* To lead both the team of tutors and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
* To manage both the people and resources associated with the Sixth Form, including bursaries
* To monitor the quality of learning experienced by the Sixth Form, liaising with heads of department and offering support and guidance rewarding students where necessary.
* To promote the ethos of the school through leading on key open and parents’ evening events
* To organise and run a Year 12 induction programme and oversee the induction of all new students throughout the year
* To be available to advise Year 11 regarding entry to the Sixth Form on GCSE results day
* To advise and support KS5 students following the publication of their results on KS5 results day
* To support the transition and pathway options for all students including SEND, EAL and LAC students.
* To monitor student post 16 destinations to include Year 11 recruitment and Year 11 and KS5 destination data and report to SLT annually or as required.
* To prepare a timely report for governors and/of SLT
* To implement a strategic plan to support with student destinations post 16 and post 18.
* To ensure that the SLT and staff are advised regarding national developments with reference to University policies
* To liaise with other schools and sixth forms as appropriate

**Academic Progress**

* To monitor the academic progress of the Sixth Form in order to secure and sustain effective learning.
* To use assessment data such as GCSE grades (and equivalent), to inform an analysis of individual student progress and collective progress across each tutor group and the year groups as a whole
* To have a range of barriers to learning that impact on student progress
* To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department, with particular reference to those students who are making expected progress and those who are underperforming in one or more areas
* To track the progress of key groups within the year group and to implement and monitor strategies to raise achievement in key identified areas, including pupil premium, SEND and LAC students
* To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group
* To liaise with key staff, including the SENCO and EAL Co-ordinator regarding the achievement of students in the Sixth form
* To report to the line manager and wider SLT when required on the academic progress of the students in the Sixth Form
* To review KS5 results following their publication in August

**Supporting Learning and Achievement**

* To monitor student attendance and identify trends regarding absence rates and persistent absenteeism within the year group
* To take appropriate action and implement strategy to engage students in school life and minimise absence from school
* To contribute to the development of a culture of aspiration to ensure that all students are highly engaged and focused in their studies
* To take an active role in embedding the school’s ethos and ensuring that it is upheld by students within the year group
* To monitor and track incidences of low level disruption and to implement strategy where necessary to minimise this
* To monitor and track exclusion rates, both internally and externally, and identify trends within the year group. To implement strategy to minimise exclusion rates for all students
* To make effective use of tutorial time, assemblies, external activities, visits and speakers to ensure that students are aware of school expectations and are equipped with the necessary skills to be successful
* Take an active role in whole school events around national days such as anti-bullying campaign, World Book week and International Women’s day
* To oversee the implementation of the PSHCE OE programme to support SMSC within the school and ensure that tutorial time is used effectively to support academic progress and the spiritual, moral, social and cultural development of students within the Sixth Form
* To ensure thorough pastoral provision that students feel safe and supported within school
* To ensure the availability of extracurricular and enrichment in the Sixth Form.
* To ensure a high quality of pastoral care and student support in the Sixth Form
* To promote an inclusive environment where every student matters
* To encourage students to contribute positively to the life of the Sixth Form and the wider life of the school.

**Administration**

* To take responsibility for the Sixth Form prospectus, associated publications, and the Sixth Form area.
* To write the strategic one year and three year Sixth Form Action Plans
* To produce appropriate handbooks for students and new staff
* To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.
* To maintain individual student records as necessary and ensure that they are kept up to date.
* To monitor the settling in of students who are new to the school at post 16
* To oversee the completion of progress checks as appropriate.
* To oversee the completion of school reports for the Sixth Form
* To have an involvement in policy development and decision making across the school.
* To co-ordinate the UCAS university application procedures and other application systems
* To oversee all aspects of reference writing and the administration of the UCAS process

**General Duties**

* Carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
* Uphold and promote the ethos and Christian values of the school
* Make a positive contribution to the wider life and ethos of the school
* Uphold and follow the policies of the school
* Be a representative of the school
* Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
* Attend all whole school training and INSET
* If new to the position, undertake the appropriate training and mentoring programmes as required
* Ensure the well-being and safety of students and follow the safeguarding protocol at all times
* Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
* Deploy support staff effectively
* Communicate effectively with parents with regard to students’ achievements and well-being
* Maintain professionalism and adhere to the school’s code of conduct and teacher standards at all times.

# EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

**SAFEGUARDING CHILDREN**

Bishop Stopford’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedure.

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| **I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.** | |
| **Name:** | **Signature:** |
| **Date:** |  |