

## Brakenhale School Job Description

<b>Job Title</b>	Head of Sixth Form
------------------	--------------------

<b>Salary</b>	MPS/UPR + TLR 1a
---------------	------------------



### **Aim and main purpose of the job**

To lead, monitor and review the Sixth Form ensuring continuity and consistency in the delivery of post 16 courses by guiding, supporting and sharing good practice across departments whilst ensuring the wellbeing of the students is upheld. Additionally to support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic progress of students.

### **Accountabilities:**

To act as a role model for all staff by demonstrating their own high quality pastoral care and academic monitoring of pupils, continuous professional development and professional presence around the school.

To academically monitor and evaluate post 16 student progress and to identify and utilise strategies to combat underachievement to make a measurable contribution to whole school targets.

To collaborate with both the PSHE and Careers lead in the curriculum development of provision (post 16) to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme.

To engage the Assistant Head of Sixth Form and Sixth Form Tutors in the creation, consistent implementation and delivery of the Tutor programme.

To provide regular feedback for Post-16 subject leaders and teachers in a way that recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning and pastoral care.

To undertake a continuous and systematic review of the standards of leadership, teaching and learning in the Sixth Form, consistent with the procedures in the school self-evaluation document.

To oversee and evaluate Sixth Form budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles. Including students who receive a bursary.

To lead the recruitment process for Brakenhale Post 16 provision.

The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.

### **Specific Accountabilities**

To work closely with the Raising Standards Leader – regarding student academic progress.

To run termly Raising Standards Meetings with all Post 16 leaders individually to discuss current results and predications.

To manage the UCAS process for all students applying for university places and co-ordinate the completion of all school references.

To lead regular post 16 meetings for A-Level subject leaders as a forum for sharing good practise.

To prepare for and attend regular meetings with the Senior Leadership Team to report on Sixth Form issues and to share in the strategic leadership of the whole school.

To analyse key data e.g. ALPS, producing an annual report to the Senior Leadership Team which highlights trends and areas to develop/areas of good practice evaluating post 16 student progress to identify and utilise strategies to combat underachievement.

To ensure the efficient deployment, organisation and upkeep of Sixth Form resources. Including the responsibility that the Sixth Form area provides a safe, high quality environment for learning.

Convene and oversee the Sixth Form Council.

Provide range of enrichment opportunities for Sixth Form students (e.g. world challenge, sport, marines, outward bound, open university, outside speakers).

To carry out tasks as reasonably required by the Headteacher.

### **Details of Line Management**

Head of Sixth Form is line managed by a member of the Senior Leadership Team.

### **Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.