

**Ernest Bevin College  
Job Description**



<b>Title:</b> Head of Sixth Form	<b>Salary:</b> Teaching pay scale +TLR1 £8,291-£14,030
<b>Supported by and reporting to:</b> The Principal	<b>Assisted By:</b> Teaching and non-teaching staff

**Teaching standards as of Sept 2012**, together with the statements specific to this post as below:

<b>Personal and Professional Conduct</b>	<ul style="list-style-type: none"> <li>• <b>As set out in the standards</b></li> </ul>
<p><b>Leadership and Management</b></p> <p>The Head of Sixth Form should provide leadership to the Sixth Form. In addition s/he should support, challenge, motivate and develop teachers and tutors in order to secure improvements in students' achievement by:</p>	<p><b>Strategic development of post-16 learning in the school including:</b></p> <ul style="list-style-type: none"> <li>• Providing strategic leadership for the Sixth Form and to take responsibility for all issues arising with Sixth Form students</li> <li>• Having the responsibility for the welfare and guidance of Sixth Form students</li> <li>• Monitoring and ensuring good attendance and punctuality, with regular communication to home when needed</li> <li>• Promoting and safeguarding the welfare of all students</li> <li>• Ensuring Sixth Form students receive appropriate and timely advice about Careers and Higher Education and support for the relevant application process including opportunities to ensure every personal statement is exceptional and that the student is fully prepared for their next steps</li> <li>• Celebrating the success and achievement of the Sixth Form students</li> <li>• Maximising the opportunities for Sixth Form students to play a full and active part in the life of EBC, including taking on responsibilities such as: Role Models, Senior Sixth positions, College Council etc.</li> <li>• Developing the enrichment programme and offer opportunities to every Sixth Form student</li> <li>• Overseeing the administration of the Sixth Form bursary</li> <li>• Instilling in Sixth Formers an awareness of their importance as role models within the school and monitor dress code, behaviour and the impact of Sixth Formers on the school and wider community</li> <li>• Effective performance management of key staff</li> <li>• Providing training and development to those staff that you line manage and to the whole College where relevant</li> <li>• Line managing the Sixth Form team and other staff as agreed</li> <li>• Being a key and active member of the Senior Leadership team and having a</li> </ul>

	<p>high profile around the college</p> <ul style="list-style-type: none"> <li>• Playing a proactive role in the day to day management of the school</li> <li>• Undertaking any other duties as may be requested by the Principal from time to time</li> </ul>
<p><b>Strategic Planning</b></p> <p>Within the context of the College’s aims and policies, the Head of Sixth Form should develop and implement policies, plans, targets and practices by:</p>	<p><b>Recruiting and marketing of the Sixth Form, including Post 16 options and admissions:</b></p> <ul style="list-style-type: none"> <li>• Ensuring the timely production of the prospectus and other promotional and recruitment material and arrange information and induction events for parents and students</li> <li>• Overseeing the application, selection and interview process, liaising with the Head of Year 11 and other schools where necessary. Working specifically with our own KS4 students to actively promote and encourage EBC students to stay on into our Sixth Form</li> <li>• Ensuring a smooth induction and recruitment programme post-results in August (note an expectation of your availability during certain days/dates).</li> <li>• Working alongside the senior team to plan the Post 16 curriculum offer</li> <li>• Supporting and actively promoting a positive Sixth Form identity and reputation in the local community</li> <li>• Managing operationally and strategically the day to day management of the Sixth Form</li> <li>• Taking responsibility for the coordination, support and effective functioning of a team of Sixth Form tutors, including the daily tutorial sessions and assemblies</li> <li>• Regularly evaluating the effectiveness of the Sixth Form by producing a termly Sixth Form SEF, which should form the basis of a three year development plan and which should inform termly actions. This plan should complement the whole school IDP, and should also ensure that the Sixth Form works towards being outstanding within that three year time frame</li> <li>• Ensuring Sixth Form events are planned well in advance and are included in any calendar planning for the whole school, then to ensure these events are run smoothly and effectively</li> <li>• Researching best practice Post 16, including (proactively) liaising with other outstanding Sixth Form providers to be forward thinking. Whilst funding remains, this includes being the lead advocate for PIXL6 and other such groups</li> </ul>

<p><b>Teaching and Learning</b></p> <p>The Head of Sixth Form should use the processes of review and evaluation in order to sustain effective teaching and learning. Target setting will be used to ensure that the year group is, and individual students are, accountable for their achievements by:</p>	<ul style="list-style-type: none"> <li>• Promoting and ensuring high quality teaching and learning Post 16</li> <li>• Ensure students are informed and guided towards making appropriate course choices on entry</li> <li>• Setting aspirational targets for all Sixth Form students based on prior attainment and aspirational targets (agreed with the Vice Principal/Principal) for the Sixth Form as a whole</li> <li>• Maintaining effective regular tracking and monitoring of the progress of each student, meeting with, and intervening with any underperforming students. This includes meeting with Heads of Departments where a class or subject is underperforming, and communicating concerns to parents</li> <li>• Observing Sixth Form lessons and regular Sixth Form learning walks, providing individual and formative feedback to colleagues and post holders</li> <li>• Working with teachers and the senior team to ensure that teaching strategies are appropriate to the needs of students, are challenging and raise standards, including to deliver whole school training on KS5 T&amp;L. This includes leading a Sixth Form T&amp;L working group</li> <li>• Working with students to develop their sense of responsibility, time and self-management and independence of thought and learning. This should be geared towards them being able to develop their skills (during study periods) in order to succeed in linear examinations</li> <li>• Promoting student achievement in Key Stage 5</li> <li>• Ensuring all students have truly aspirational targets in all subjects</li> <li>• Ensuring information is available for students (&amp; parents) to measure their own progress and make decisions about their future</li> <li>• Maintaining an up to date overview of overall performance for reports, reporting to governors, parents evening etc, and to regularly update the Sixth Form SEF</li> <li>• Being a member of the Teaching and Learning Community</li> </ul>
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The above responsibilities and duties will be undertaken in addition to the duties of a schoolteacher contained in the School Teachers' Pay and Conditions Document. This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

**November 2020**