



Head of Sixth Form Job Description & Person Specification

Job Description for Head of Sixth Form

Grade: Emmaus Catholic MAC Teacher Pay Scales
MPS – UPR + TLR 1b

Line Manager: Vice Principal

Duty Hours: Full Time Permanent

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

To work under the guidance and direction of the Vice Principal

Key responsibilities of the post include:

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 Extended 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.

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 Pastoral Assistant
- 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 Centre
- 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

Key Responsibilities and Expectations

- Ensure progress and outcomes against the challenging targets for each student in the Sixth Form.
- Positive communication and liaison with staff, parents, students and trustees.
- Monitor and evaluate the performance of all staff and students in the Sixth Form and implement appropriate intervention measures.
- Ensure that outstanding standards of attendance, behaviour and dress are established and maintained.

- Be accountable for safeguarding of students in the Sixth Form.
- To contribute to the delivery of the teaching and learning, together with the collective development of resources, schemes of work and lesson plans of the highest standard.
- To assess student progress and take appropriate action when progress identified is below expected targets.
- To deliver challenging, purposeful, enjoyable and appropriately differentiated lessons in the subject taught.
- To actively uphold and promote the Catholic Life of Sixth Form.
- To promote outstanding behaviour amongst students to create a purposeful learning environment in the classroom, assisting colleagues in curriculum areas to achieve this.
- To ensure that the specific needs and language requirements of all students are met.
- To support the purposeful use of ICT in this area in order to improve teaching and learning.
- To maintain progression and continuity in the subject area for students.
- To assist in the promotion of whole school, Sixth Form and departmental policies and to follow the appraisal procedures and aims.
- Contribute to the overall ethos and aims of the Sixth Form.
- Support the Catholic ethos of the Sixth Form and promote the Catholic values and virtues.
- Attend key after school and Sixth Form events and fully participate in training days.
- Attend staff training and briefings as required by the Principal.

All staff in Sixth Form will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status and will be subject to discussion, in accordance with the guidance note on contractual changes.

The above responsibilities are subject to the general duties and responsibilities contained in the current School Teachers' Pay and Conditions document.

This job description is not necessarily a comprehensive definition of the post. It may, from time to time, be subject to modification or amendment in consultation with the holder of the post and other relevant parties.

Teaching and Learning

- Promote excellence in teaching and learning to ensure all students develop their potential.
- Exemplify in own practice first class teaching skills and ensure that good practice is shared throughout the Sixth Form, including good classroom management.
- Ensure that a suitable learning environment is maintained throughout the phase and that rewards and sanctions are applied as appropriate.
- Ensure that schemes of work are used, reviewed, and modified to ensure high standards of teaching and learning.
- Monitor students' work and classroom practice.
- Keep up to date with developments in the teaching of the subject and education in general to ensure that best practice is adopted within the Sixth Form.
- Contribute to the broader life of the Sixth Form by supporting and leading curricular and extra-curricular events.
- Ensure that individual student progress is regularly assessed and recorded and used to inform teaching.
- Use relevant performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- Actively promote enthusiasm for the subject outside the timetable.
- Using the classroom as a place to innovate and try new ideas which can then be later shared with colleagues.

Personal Development

- Recognise opportunities in Sixth Form to develop the whole person and promote the enjoyment of learning and belonging.
- To support the development of opportunities for extended learning, including for example; home learning and extra-curricular opportunities.
- Establish, develop and lead Post 16 Days and special events.
- Work with external support agencies to provide support to meet student needs.

Other Duties

- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and Sixth Form and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.
- Contribute to the strategic leadership and management of the school in order to develop an ethos and culture of high expectations.
- Model the Catholic ethos and vision for the school
- Line and performance manage identified staff and teams
- Coach and develop the staff and students for which they are accountable
- To continue personal professional development as required or identified

In relation to this post the post holder will be expected to be present when Sixth Form results are given to students and GCSE results are provided (or similar) that affect entry to the Sixth Form.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious

working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in Sixth Form will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school and Sixth Form. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Head of Sixth Form – Person Specification

	Essential	Desirable	Evidenced
Education and Training			
A good Honours graduate	x		A, I
Qualified Teaching Status	x		A, I
Further professional qualifications in a relevant subject/area		x	A, I
A track record of achievement and ambition	x		A, I
Knowledge and Experience			
Excellent teaching skills	x		A, I
Ability to teach at GCSE and A-Level	x		A, I
Ability to offer extra-curricular activities	x		A, I
Ability to motivate and inspire others: both colleagues and students	x		A, I
A considerable work rate and high degree of administrative efficiency	x		A, I
Excellent inter-personal and communication skills	x		A, I
Sensitivity to deal with difficult pastoral and staffing issues	x		A, I
A positive approach to problem solving		x	A, I
Knowledge of current educational issues including developments in the sphere of public examinations, careers and university entrance.		x	A, I
Strong ICT skills		x	A, I
A willingness to support the school ethos		x	A, I
Professional Skills			
Previous middle leadership experience preferably gained in a Sixth Form environment.	x		A, I, R
Recent experience of Sixth Form teaching	x		A, I, R
Previous experience of pastoral leadership	x		A, I
Demonstrating real promise for further promotion in due course	x		A, I
Enthusiasm and optimism	x		A, I
Adaptability	x		A, I, R
Personal Qualities and Attributes			
Flexible and enthusiastic attitude	x		A, I, R
Clear ability to relate to young people	x		A, I, R
A commitment to a positive culture of learning	x		A, I, R
Excellent communication skills	x		A, I, R
Resilience to support and find ways to develop young people	x		A, I, R
Experience of planning successful lessons	x		A, I, R
Clearly able to demonstrate the standards relevant to experience in teaching	x		A, I, R
Ability to work proactively in a team		x	A, I, R
Ability to self-review effectively and set appropriate performance targets		x	A, I, R
Willingness to organise and participate in school trips		x	A, I, R
Willingness to organise and participate in extracurricular activities		x	A, I, R
Safeguarding			
To comply with the Schools commitment to the protection and safeguarding of children	x		A, I, R
To demonstrate understanding of current safeguarding concerns and practices	x		A, I, R

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

