



St. Michael's Catholic School, High Wycombe Campus Job Description – Head of Sixth Form

Phase: Secondary	Department: Middle Leader
Job Title: Assistant Head of Sixth Form	Pay Grade: MPS/UPS TLR1b
Term of Employment: Permanent	
Designation of Post within School Structure	
<p>Executive Headteacher</p> <p>Head of School Wycombe Campus</p> <p>Head of Sixth Form</p>	
<p>This job description identifies the responsibilities attached to this post. It is subject to the limits of the School Teachers Pay and Conditions Document.</p> <p>This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.</p>	
Main Duties and Responsibilities	
<p>1. The Post</p> <p>St Michael's Catholic School are seeking to appoint an enthusiastic and inspirational leader for the Sixth Form at our Wycombe Campus. This exciting opportunity would suit a teacher who is keen to drive forward a key area of the school and develop their leadership. The person appointed will demonstrate a commitment to creating a positive and pupil-centred learning environment. They will seek to nurture pupils' God-given talents with enthusiasm, and work alongside the Senior Leadership Team in developing our pupils for life. This role requires a post holder who is excited about being part of the schools CPD offer and the fostering of a school-based research culture.</p>	
<p style="text-align: center;">a. Post Purpose</p> <p>Main job purpose</p> <p>To provide high quality pastoral and academic support to Sixth Form students.</p> <p>Main responsibilities and duties</p> <ul style="list-style-type: none"> • To assist the strategic direction for the Sixth Form • To review, manage and build on the curriculum subjects offered and the wider study opportunities for students with the Headteacher • To develop the use of data to assist with the raising of student outcome post-16 • To lead improvement of Teaching and Learning for Sixth Form lessons 	



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- As DSL for the Sixth form lead to ensure all understand the importance of safeguarding. This includes all areas of safeguarding including the Prevent agenda and FGM.
- To lead coordinate UCAS process leading teaching staff and subject tutors in writing and reviewing references for students
- To be responsible for the pastoral welfare of the students in the Sixth Form
- To encourage and support the achievement of students in academic and other pursuits
- Advise tutors, subject leaders and teachers on appropriate interventions for student who are not making expected progress
- To liaise with the Headteacher and other member of the SLT in matters relating to the Sixth Form
- To meet with parents in relation to academic and pastoral matters for students in the Sixth Form
- To facilitate and promote admissions to the Sixth Form including managing the recruitment process from current Year 11 students
- Organise and lead on assemblies for Sixth Form
- Lead / Oversee PSHE/Careers programme for the Sixth Form
- Work with the Sixth Form pastoral team including PSHE/Career coordinator to plan an integrated pastoral programme
- In conjunction with the Sixth Form Administration Officer, monitor and manage the attendance of students in the Sixth Form.
- Promote the ethos and values of the Sixth Form and develop learning in the wider school community
- To lead on student voice for the Sixth Form
- To line manage careers and EPQ or equivalent

2. Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. The level of contact time will be reviewed each year in accordance with staffing levels and priorities.
- Carrying out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, including meeting all of the current Teaching Standards and duties under the reasonable direction of the Executive Headteacher or Head of School.



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- To manage their day to day work, ensuring they are up-to-date and informed about the current specific requirements of their classes and the department development plan.
- To teach quality first lessons.
- Responsible for: teaching lessons that enable the pupils of St. Michael's to exceed their potential.
- To continue own professional and personal development.
- To understand the distinctive qualities of the Catholic Ethos in Education and the particular aspects of teaching in a Catholic school.

3. Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.

This job description is not a comprehensive definition of the post. This job description should be reviewed each year as part of the appraisal process.



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Person Specification	Essential	Desirable	Evidence
Degree in appropriate subject area	*		Application
QTS	*		Application
Practicing Roman Catholic		*	
Excellent subject knowledge	*		Observed lesson
Evidence of continuing professional development	*		Application
Evidence of developing other staff	*		Interview
Up-to-date with current developments in teaching	*		Application letter Interview
Experience of organising extra-curricular activities, including successful interventions		*	Reference Application Interview
Experience and passion for developing a curriculum in a growing department	*		Interview
Successful leadership of a pastoral or curriculum area,	*		Application Interview
The ability to achieve challenging professional targets/objectives. The ability to develop and implement policy and practice which reflects the school's commitment to high achievement.	*		Application Interview
The potential to build and lead teams efficiently and effectively using skills of motivation, delegation and time management.	*		Application Interview



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Relevant Skills and Aptitudes	Essential	Desirable	Evidence
To enthuse staff and lead using appropriate leadership styles	*		Reference Application
The ability to achieve challenging professional targets/objectives. The ability to develop and implement policy and practice which reflects the school's commitment to high achievement.	*		Reference Application
The potential to build and lead teams efficiently and effectively using skills of motivation, delegation and time management.	*		Reference Application
To enthuse students by teaching imaginatively and creatively employing a variety of teaching styles	*		Reference Observed lesson
To create a positive, inclusive learning environment	*		Reference Observed lesson
To differentiate teaching so that the learning of all students is addressed	*		Reference Observed lesson
To analyse relevant data to inform teaching and to set challenging targets for students	*		Reference Application letter

Personal Qualities	Essential	Desirable	Evidence
Enthusiastic and approachable	*		Reference Interview
Commitment to extra-curricular activities	*		Application Interview
Good interpersonal skills	*		Interview Observed lesson



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Sense of humour	*		Interview Observed lesson
Clear educational philosophy	*		Interview
Commitment to professional development	*		Interview Reference
Willingness to share expertise	*		Application letter
High expectations of students and their behaviour	*		Observed lesson Interview
Hardworking and conscientious	*		Reference
Willingness to organise school visits		*	Interview
Good communication skills	*		Interview
Ability to prioritise own workload	*		Interview