



BISHOP VESEY'S GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title: Sixth Form Futures and Enrichment Manager

Line Manager: Assistant Headteacher (Head of Sixth Form)

Salary: PO3 £42,839 - £46,142 pro rata.

Hours: 36.5 hours + 10 days in the summer holidays for results days.

Job Purpose

- Support Sixth Form students in securing high-quality Post 18 Destinations
- Oversee the UCAS Process
- Champion Degree Apprenticeships and support those who wish to apply
- Develop academic enrichment opportunities for Sixth Formers to help them enhance their academic CV
- Contribute to the wider running of a large and vibrant Sixth Form

Key Duties

- Oversee the whole process of university applications, including
 - Educate students about the UCAS process.
 - Instruct students how to complete the UCAS form and ensuring students stick to completion deadlines.
 - Coordinate the team of staff who give feedback on personal statements.
 - Ensure teacher references are completed according to their deadlines.
 - Oversee the process of assigning students UCAS Predicted Grades.
 - Meet with students and ensure that all UCAS forms are sent by the relevant deadline.
- Work with the Sixth Form Pastoral Manager to ensure that Bursary and SEND students, as well as those from other vulnerable groups, are given a high level of support with Post 18 applications.
- Ensure that all students are aware of Degree Apprenticeships and are supported through the process of making their application.
- Assist students who wish to make applications to overseas universities.
- In conjunction with the Oxbridge Coordinator, advertise opportunities such as Summer Schools, competitions, enrichment events, access programmes and internships to Sixth

Form students.

- Act as a reference for those who apply to access programmes.
- In conjunction with the Oxbridge Coordinator, ensure that there is support for students who are invited to interviews. This will include those who apply for Medicine, Dentistry or Veterinary courses as well as Degree Apprenticeships.
- In conjunction with the Assistant Head (Head of Sixth Form), run a Futures Evening for Year 12 students and parents.
- Analyse destinations data and prepare a report for governors.
- Attend Year 12 and Year 13 Parents' Evening to discuss Post 18 Options with students and parents who make an appointment.
- Oversee Work Experience Week for Year 12 students so that as many as possible have placements. Undertake due diligence on these placements and organise an enrichment week for those students who remain in school.
- Be in charge of the Clearing Room for A Level Results Day and support students in finding Post 18 destinations.
- Oversee student-run form time seminars
- Help students who wish to set up their own student-run societies.
- Ensure that other extracurricular or cocurricular activities open to Sixth Formers are well advertised.
- Offer a fortnightly cocurricular activity as part of the school's Cocurricular Period.
- Contribute to the overall running of the Sixth Form
 - Supervising student study (no more than 25% of the time)
 - Undertaking duties around the Sixth Form areas and ensuring high levels of behaviour and prompt attendance to lessons.
 - Assisting with Sixth Form admissions on GCSE Results Day and assist with enrolment of new Sixth Form students in the run up to the new school year.
- Any other duties required by the Headteacher as commensurate within the grade in order to ensure the smooth running of the school

Generic Responsibilities

- Be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Recognise and respond effectively to equality issues as they arise in the Sixth Form and challenge stereotyped views, bullying, and harassment in accordance with school policy and procedures.
- Regularly acknowledge and praise the students for displaying excellent character
- Hold students to a high standard in terms of their conduct and general behaviour around the school, maintaining good order and discipline
- Work as part of a team, appreciating and supporting the role of other people within the team.
- Contribute to the school ethos, aims and development/improvement plan.

- Attend and participate in meetings as required.
- Participate in the performance and development review process.