



# DEPUTY HEAD OF SIXTH FORM

## JOB DESCRIPTION

### Purpose

To provide pastoral leadership for students within a Sixth Form year group, promoting high standards of academic achievement, attendance, wellbeing, and personal development. The Deputy Head of Sixth Form works collaboratively with teachers, support staff and parents to ensure students are supported to succeed academically, socially, and emotionally, while preparing them for higher education, employment, and adult life.

There are two Deputy Heads of Sixth Form, each responsible for one year group.

### Form Time

In conjunction with the Head of Careers and the Head of PSHE, ensure that there is a cohesive curriculum for Form Time.

- Oversee the Study Skills element of Form Time, including the provision and distribution of materials to Form Tutors
- Monitor the delivery of the Form Time curriculum.
- Ensure the smooth running of assemblies according to a schedule produced by the Deputy Head (Pastoral)
- Lead regular meetings with the team of Form Tutors.

### Events

Across the two-year Sixth Form cycle, in conjunction with the Head of Sixth Form, attend and contribute to the running of key Sixth Form events including:

- Upper Sixth A Level Results Day
- Speech Day

- Lower Sixth Induction Day
- Lower Sixth Induction Social
- Lower Sixth Parental Welcome Evening
- Lower Sixth and Upper Sixth Parents' Evenings
- Lower Sixth Futures Evening

The postholder should also attend GCSE Results Day every year to help with the enrolment of new Lower Sixth students.

## Pastoral

- Monitor behaviour of students in a year group and follow up according to the school's Behaviour Policy.
- Undertake behavioural investigations in response allegations of serious behavioural breaches.
- Administer appropriate sanctions for students who do not attend detentions.
- Visit detentions and isolations to speak to students in the wake of significant behavioural issues and ensure that a restorative task is undertaken.
- In conjunction with the Attendance Officer, implement the measures in the school's Attendance and Punctuality Policy to encourage high levels of attendance and punctuality among members of the year group.
- Attend Strategic Inclusion Meetings
- Collaborate with the Sixth Form Pastoral Manager and Pastoral Assistants, Assistant Head (Pastoral) and SEN Coordinator to ensure that appropriate pastoral support is given to those in need.
- Recognise student achievement throughout the year, communicating praise to students and parents.
- Deliver termly celebration assemblies, recognising the attainment, progress and contributions of the year group

## Academic

- Keep parents updated about students' progress
- Monitor academic reports and, where necessary, remove Home Study privileges for underperforming students.
- Coordinate with the Sixth Form Pastoral Manager to ensure that academic mentoring is given to underperforming students.
- Organise meetings with parents of academically underperforming students.
- Where possible, be present at the beginning of examination hall assessments.

## Futures

- As directed by the Sixth Form Careers and Enrichment Manager, be part of a team of staff who review and provide feedback on UCAS Personal Statements.
- Contact universities or employers about significant circumstances that have affected a student's examination results.

## Other

- Staff the Isolation Room as part of an SLT and Head of Year rota
- Perform lunchtime duties as part of an SLT and Head of Year rota
- Oversee Late Detentions as part of a Head of Year rota
- Assist with the running of the Sixth Form areas of the Learning Resources Centre, including clearing social areas before school and at the end of break and lunchtime.