

Head of Sixth Form

To carry out the professional duties of a teacher.

To lead the development of curriculum, resources, assessment in your curriculum area (if applicable).

To promote the 6th form externally and to pupils in Year 11 (and younger) in order to grow the Sixth Form roll.

To manage enrolment and induction into the Sixth Form, including providing appropriate guidance to students on course selection.

To lead the pastoral provision for post-16 students (including leading on safeguarding, attendance and punctuality, personal development and wellbeing, and students' use of non-contact time).

To monitor and track the achievement and progress of Sixth Form students, intervening if there are pastoral obstacles to success and coordinating intervention for academic obstacles to success.

To lead on the organisation for post-16 parents' evenings.

To coordinate and support UCAS applications and provide support for apprenticeship or job applications.