

## Job Description

### Director of Sixth Form

#### TLR 1b

#### Responsible to – Headteacher via Senior Leader

### Principal Responsibilities

To develop an exciting vision and strategy for an enriching and attractive Sixth Form programme in which all students are successful and have the highest academic outcomes.

### KPIs for the role

- Lead on the development of an excellent Sixth Form.
- L3VA above +0.3 and an Alps of  $\geq 3$  across all students (including key sub-groups, performing at least in-line with their peers, e.g. bursary).
- 98% Retention rates from Year 12 to Year 13.
- 97% Year 12 and 13 Attendance and Excellent Attitude to Learning (including 100% punctuality, behaviour and dress).
- 70% Recruitment of HGSS year 11 students into the Sixth Form (including Year 12 induction programme and Year 11 Taster days).
- 100% of KS5 students are able to apply for high tariff universities & apprenticeships.
- 75% of leavers have an active role with HGSS Alumni.
- Create an aspirational culture, promoting the school's values, and drive to get into elite universities and apprenticeships
- All students have a thorough understanding of career paths, post 18, and have the necessary skills/capital to get there
- Effective interventions for underperforming students and recognition for high performing students.
- Teach your own subject area to a sustained high standard, that is evidenced within student outcomes.

### Key Responsibilities

#### Achievement and Progress

- To work closely with Admissions, SLT and Heads of Year to drive recruitment and retention into the Sixth Form. This includes leading and evaluating Sixth Form Open Evening, contributing to and reviewing admissions publications, and developing the Sixth Form handbook.
- To devise, implement and review an innovative, effective and achievable annual Strategic Development plan for the Sixth Form.
- To report on and ensure regulatory compliance and inspection-readiness in this area of the school.
- Strategically lead and manage the Sixth Form team, including Deputy Head Sixth Form, Learning mentor, Support Manager and tutors
- Enhance students' academic performance through the analysis of performance data to set challenging targets to secure L3VA above +0.3 and an Alps of  $\geq 3$
- Communicate with Heads of Department and subject teachers regarding student concerns based on data analysis.

- Monitor and support the progress of KS5 subjects by carrying out regular data analysis, meetings and lesson observations
- Strategic lead of Year 12 and 13 academic monitoring including the Right to Roam System
- Pro-active communication with parents and teachers regarding performance of students and strategies implemented to improve performance.
- Ensure progress is being made by students in all key 'sub groups' groups and establish strong, impact-led intervention strategies, which are reviewed on a regular basis for impact.
- Develop systems and processes to ensure continued progress is made by all students.
- Play an active role in ensuring a consistently orderly and calm environment outside of the classroom and in Private Study.

### **Behaviour, Safeguarding and Attendance**

- Play a key role within all safeguarding processes within the Sixth Form.
- Oversee how well-being and mental health are key facets of the KS5 culture.
- Working in collaboration with the Sixth Form Team and Attendance Officer, monitor and intervene with regard to attendance and punctuality of KS5 to ensure that it is at least 97%.
- Create systems and structures to recognise high performance and positive work ethic amongst KS5 students.
- Oversee DSL for KS5.

### **PSHCE and Extra-Curricular**

- To design, develop and deliver a high quality student induction programme for students new to the Sixth Form.
- To drive Sixth Form enrichment, providing a programme of elective courses that allow students to develop and foster talents and skills beyond the academic.
- To find means to develop a deeper understanding of the specific needs of the Sixth Form to better advise and promote effective strategies that focus on improving welfare, integration, and learning.
- Strategic oversight and Quality Assurance of the delivery of the Sixth Form PSHCE and Tutor Programme through learning walks, tutor meetings, and clear communication.
- Work strategically with the careers lead to ensure the organisation of KS5 Work Experience and evaluations.
- Lead assemblies with KS5 to sustain a culture of high aspirations and high attainment.

### **General**

- To liaise with parents and external bodies within the community as appropriate, representing and reflecting the aims and ethos of the school.
- To contribute to the wider life of the school, through extra-curricular activities, working groups or other such developmental bodies.
- To contribute to the school CPD programme
- To support any outreach work across other schools, as appropriate.
- Attend A Level Results Day and provide guidance if entry requirements were not met, no offers were made, the student needs guidance with Clearing or Adjustment.

### **Duties and Responsibilities as a Teacher**

- The major task of teachers is to enable all students to achieve their full potential (social, physical, emotional and intellectual) by developing in them relevant skills, competencies, attitudes, concepts and knowledge. Teachers should use their professional judgements and skills to help students to acquire the confidence to tackle all aspects of learning throughout their

lives. They should seek to enhance self-esteem and self-fulfilment of students through a supportive, encouraging, yet challenging approach to learning.

- Teachers will achieve these aims by working at or towards the professional standards at the appropriate level. All teachers will be expected to prepare, teach, mark work and keep appropriate records of assessment of designated groups within team or departmental areas in accordance with school and department policies. A wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes should be adopted.
- All teachers will be expected to work collaboratively with other staff as members of teams, departments and/or other cross-curricular groups. They will contribute their own particular talents and skills to such groups to aid the production of new initiatives, policies, resources, schemes of work etc.
- In collaboration with students and support staff, all teachers are responsible for caring for the school environment, and teachers take responsibility for their own rooms.
- Teachers should have a concern for the academic and general welfare of students in their care during specific lessons, but teachers who are tutors (and most are) are expected to take a broader responsibility for the development and progression of a group of students.
- Much is expected of teachers at Holmer Green Senior School in order to meet both their own professional fulfilment and the aims of the school, but all staff also have the right to appropriate support, learning and development opportunities and INSET through formal and informal contact with colleagues, particularly Heads of Department, and members of the Leadership Team.
- Teachers are encouraged to assist in the development of any aspects of the school to which they feel drawn.
- Teachers are expected to uphold all aspects of the Teaching Standards.

#### **Qualifications Required**

- Good honours degree or equivalent
- Qualified Teacher Status
- Evidence of recent or relevant training and development and/or further study

#### **General Requirements**

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers' Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

**Postholder**

Name .....

Signature ..... Date .....

**Headteacher**

Name .....

Signature ..... Date .....