

# Job Description

<b>Job Title</b>	Head of Sixth Form	<b>Salary</b>	MPS/UPS + TLR 1B
<b>School</b>	Oaks Park High School		
<b>Reports to</b>	Assistant Headteacher i/c Upper School		
<b>Responsible for</b>	Year 12 & 13 Tutor Team		
<b>Liaising with</b>	Headteacher/Deputy/Assistant Headteachers, Team Leaders, support staff, LBR staff, outside agencies and parents/carers.		
<b>Main Purpose of the Role</b>			
<ul style="list-style-type: none"> <li>The Head of Sixth Form is responsible for the implementation and day-to-day management of the Sixth Form provision, ensuring high standards of academic achievement, pastoral care, personal development, and progression for all students.</li> <li>Working under the strategic direction of the Assistant Headteacher, the post holder will operationalise the Sixth Form vision and improvement priorities, ensuring consistent and effective practice across Years 12 and 13.</li> </ul>			
<b>Key Responsibilities and Duties</b>			
<p><b>Implementation of Sixth Form Vision and Priorities</b></p> <ul style="list-style-type: none"> <li>Implement the Sixth Form vision and improvement priorities as determined by senior leadership.</li> <li>Translate strategic objectives into clear operational systems and practices.</li> <li>Ensure high standards of conduct, attendance, punctuality, and independent learning across the Sixth Form.</li> <li>Manage recruitment, retention, and transition from Year 11 into Year 12.</li> <li>Coordinate Sixth Form marketing and promotional activities.</li> </ul> <p><b>Achievement, Standards and Progression</b></p> <ul style="list-style-type: none"> <li>Monitor student progress and attainment across all subjects using assessment data.</li> <li>Identify underperformance and coordinate timely and effective intervention strategies.</li> <li>Manage target setting, progress reviews, and academic mentoring systems.</li> <li>Work with Curriculum Leaders to secure high-quality teaching and learning at post-16.</li> <li>Oversee reporting processes to parents and carers.</li> <li>Processing of GCSE and A Level results, ensuring:             <ul style="list-style-type: none"> <li>Effective support for Year 13 students in securing and confirming progression to Higher Education, apprenticeships, or employment.</li> <li>Appropriate liaison with UCAS, universities, and other providers where required.</li> <li>Timely guidance and support during results days, including advice regarding clearing, appeals, and remarks.</li> <li>Accurate and efficient enrolment of Year 11 students into the Sixth Form following GCSE results.</li> <li>Appropriate course placement and progression pathways based on attainment and suitability.</li> </ul> </li> </ul> <p><b>Pastoral Management and Student Welfare</b></p> <ul style="list-style-type: none"> <li>Manage the Sixth Form pastoral system and line manage Sixth Form tutors.</li> <li>Promote a positive, aspirational culture built on high expectations and mutual respect.</li> <li>Ensure safeguarding procedures are implemented consistently and effectively.</li> </ul>			

- Monitor attendance, behaviour, and wellbeing systems for Years 12 and 13.
- Organise assemblies and key Sixth Form events.

### **Curriculum and Enrichment**

- Oversee the operational delivery of the Sixth Form curriculum offer.
- Coordinate enrichment, super-curricular opportunities, leadership programmes, and student voice activities.
- Ensure statutory requirements for post-16 provision are implemented effectively.

### **Progression and Careers**

- Coordinate the UCAS process and post-18 progression support.
- Ensure students receive high-quality careers education, information, advice, and guidance (CEIAG).
- Track and analyse destination data to inform operational improvements.
- Maintain partnerships with universities, employers, and training providers.

### **Line Management and Accountability**

- Line manage Sixth Form tutors
- Monitor the quality and consistency of tutoring provision.
- Contribute to appraisal and professional development processes as required.
- Manage the Sixth Form budget in liaison with senior leaders.

### **Skills and Competencies**

- Excellent interpersonal and communication skills, with the ability to build positive relationships with students, parents, and staff.
- Strong organisational and time management skills to effectively manage students and meet deadlines.
- Empathy, patience, and a genuine interest in promoting the well-being and development of students.
- Knowledge and understanding of child development, pastoral care principles, and relevant legislation and safeguarding guidelines.
- Ability to work collaboratively as part of a team, sharing information and best practices with colleagues.
- Problem-solving skills and the ability to think critically and make informed decisions in complex situations.
- Resilience and the ability to remain calm and composed when dealing with challenging situations or sensitive issues.
- IT proficiency, with the ability to effectively use relevant software and systems for record-keeping and communication purposes.

### **Professional Development**

- Opportunities for professional development and growth within the role including attending relevant training courses, conferences, and workshops
- Access to resources, research, and best practices in pastoral care and student well-being to enhance knowledge and skills
- Collaboration and sharing of best practices with other Middle Leaders within the school or wider network
- Regular performance reviews and feedback to support personal and professional growth
- Support from the school leadership team and access to mentoring or coaching if required

## Person Specification

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<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	Bachelor's degree in education or related field.	Masters degree in Educational Leadership
	Qualified Teacher Status (QTS)	
<b>Experience</b>	Minimum of 5 years teaching experience	Previous experience in a Middle Leader role.
	Experience in a secondary school setting.	Familiarity with the school's policies and procedures.
	Proven track record	Experience as a Sixth Form tutor or KS5 Coordinator.
<b>Leadership Skills</b>	Strong leadership and management skills	Experience in implementing pastoral programmes.
	Ability to motivate and inspire a team.	Experience in managing student behaviour issues.
<b>Communication Skills</b>	Excellent verbal and written communication skills.	Experience in communicating with parents and stakeholders.
	Ability to communicate effectively with students.	Experience in delivering presentations or workshops.
	Ability to communicate effectively with parents/carers	Experience in managing challenging conversations
<b>Interpersonal Skills</b>	Strong interpersonal and conflict resolution skills.	Ability to build positive relationships with students, parents and staff.
	Empathy and understanding of student needs.	Experience in making accurate judgements.
<b>Organisational Skills</b>	Effective organisational and time management skills	Experience in organising events or extracurricular activities.
	Ability to handle multiple tasks simultaneously.	Familiarity with educational software and technology.
<b>Knowledge and Understanding</b>	Understanding of the national curriculum and educational	Knowledge of safeguarding procedures and child protection

	policies.	laws.
	Awareness of current educational trends	Familiarity with mental health and well being issues in students
<b>Flexibility</b>	Ability to adapt to changing circumstances.	Willingness to work flexible hours, including evenings for events.
<b>Commitment to Professional Development</b>	Commitment to ongoing professional development.	Membership in relevant professional organisations.
	Willingness to stay current with educational research and best practices.	
<b>Team Player</b>	Ability to work collaboratively with colleagues.	Experience in leading or contributing to a team.
	Willingness to support colleagues and contribute to the overall school community.	
<b>Additional Responsibilities</b>	Undertake other various responsibilities as directed by the Headteacher.	

*Oaks Park High School is committed to safeguarding and promoting the welfare of children and young people. As such, all staff and volunteers are expected to share this commitment. Shortlisted candidates are required prior to interview, to disclose any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily prevent you from employment depending on the offence(s). References from the previous and current employer (Headteacher if the candidate currently works in a school) will be requested and appointments can only be made upon receipt of satisfactory references and a newly applied for Enhanced Disclosure and Barring Service check from the Disclosure and Barring Services.*