



Derby Grammar School

Where you belong

Job title	Head of Sixth Form
Purpose	<p>The Head of Sixth Form has responsibility for the delivery of excellence in Derby Grammar School's post-16 provision and will develop and sustain a thriving and successful Sixth Form community.</p> <p>The post holder is accountable for the maintenance of high academic standards, inspiring Sixth Form pupils to fully achieve their potential. He/she will ensure that pupils follow a holistic education programme (academic, sport, and co-curriculum) that will prepare pupils to be outstanding candidates for university and future employment.</p> <p>The post holder will need to work closely with the Assistant Head Academic and Digital on curriculum development, the Director of Co-curricular on developing the wider educational and community service provision for the Sixth Form in and out of school.</p> <p>Marketing the Sixth Form in conjunction with the Head of Marketing, Development and External Relations to ensure retention of Year 11 pupils and recruitment of high quality external pupils is a key focus of the post. The post holder will produce and maintain the Sixth Form Strategy for the School in liaison with the Head.</p>
Responsible to	Assistant Head Pastoral
Safeguarding	Every member of staff has a responsibility to be proactive in promoting and safeguarding the welfare of all pupils in line with School policies and procedures.
Full time / part time	Full time

Job Description

General Leadership and Management

- Implement the strategic direction of the Sixth Form through appropriate vision, culture, policies and procedures
- Provide leadership and management to all Sixth Form staff (teaching staff and pastoral tutors)
- Lead and manage the UCAS applications process
- Lead on pupil preparation for higher education and employment
- Contribute to the School's Development Plan

- Produce an annual Sixth Form review through monitoring and evaluation of the Sixth Form provision
- Liaise closely with the Head of Marketing, Development and External Relations to lead, inform and be actively involved in Sixth Form marketing and recruitment, providing support in visiting schools and in assessing and interviewing future Sixth Form pupils
- Promote the co-educational culture of the sixth-form
- Have high expectations of pupils and staff alike; be a role model for excellence
- Undertake other professional duties as delegated by the Head.

Academic

- Advise the Assistant Head Academic and Digital on Sixth Form academic policy and procedures and the provision of an appropriate curriculum
- Work with colleagues to ensure coordination of academic support and intervention through teaching staff and tutors
- Liaise with the SENDCo to identify learning difficulties and manage needed by Sixth Formers
- Liaise with the Examinations Officer to ensure that accurate exam entries are made including arrangements for special access when necessary
- Coordinate Year 12 options, including information for Year 11 pupils and parents, leading the Sixth Form element of Open Days and other recruitment events
- Coordinate the Year 11 transition and Sixth Form induction
- Working closely with the Assistant Head Academic and Digital, maintain an overview of the progress, reports and mentoring of all pupils, ensuring appropriate information, advice and guidance is provided to pupils and parents
- Working closely with the Assistant Head Academic and Digital, monitor achievement and progress of Sixth Form pupils, including the production of performance and destination data reports to the Senior Leadership Team.

Pastoral

- Work with colleagues to ensure coordination of pastoral support through tutors
- Manage the Sixth Form Prefect system, including the appointment of prefects
- Ensure standards of discipline and expectations of Sixth Form pupils regarding dress, conduct and facilities
- Work closely with the Assistant Head Pastoral to enforce high standards of behaviour in the Sixth Form and develop pupils' understanding of the values and expectations.
- Liaise with the Head of PSHE to ensure an effective Sixth Form programme.

Enrichment and Co-Curricular

- In conjunction with the Director of Co-Curricular coordinate a coherent Sixth Form enrichment programme which draws on and adds to the range of existing co-curricular opportunities
- Oversee the development of Sixth Form leadership and study skills programmes
- Work closely with the Senior Leadership Team and Director of Sport to ensure an appropriate sport and co-curricular programme is provided for Sixth Form pupils.

Resources

- Manage the Sixth Form resources
- Manage Sixth Form dedicated facilities, e.g. Sixth Form Centre.