

# SIR ROGER MANWOOD'S SCHOOL

## DEPUTY HEAD OF SIXTH FORM

### TLR 2b

#### Job Description

The Deputy Head of Sixth Form will have responsibility for helping the Head of Sixth Form oversee the academic progress and pastoral welfare of students in Years 12 and 13, including their transition into the School and the day to day operation of the Sixth Form Centre.

They will assist in leading form tutors in Years 12 and 13 as well as on the academic, wellbeing and pastoral matters for students in the Sixth Form.

They will keep student information up-to-date and up-date tutors on details of students and of administration that are relevant to form tutors.

The Deputy Head of Sixth Form is under the line management of the Head of Sixth Form.

The Deputy Head of Sixth Form must keep the Head of Sixth Form fully informed of all pastoral matters, but especially those which are presenting difficulty or which involve legal requirements, e.g. reporting to outside bodies of drugs involvement or child abuse.

The Deputy Head of Sixth Form is given a lower teaching allocation to help them carry out their duties.

#### 1. **Responsible to:**

- Head of Sixth Form

#### 2. **Responsible for:**

- Students in Years 12 and 13
- Form tutors in Years 12 and 13
- Sixth Form Administrator

#### 3. **Important internal relationships:**

- SLT
- Students and parents in Years 12 and 13
- Members of the teaching and support staff
- Head of Year 11 and Year 11 tutors (re transition)

#### 4. **Important external relationships:**

- External agencies

#### 5. **Main areas of responsibility and accountability:**

- To run the Sixth Form in liaison with the Head of Sixth Form and the Sixth Form Administrator
- To create a common sense of purpose within the Sixth Form
- To set guidelines for good practice and maintenance of high standards through the direct monitoring of form tutors
- To encourage Sixth Form students to participate in extra-curricular activities

- To promote SRMS to ensure maximum recruitment of external applicants and retention of existing Lower School students
- To encourage Sixth Form students to contribute positively to the life of the School, including the involvement of Sixth Form students in positions of leadership
- To maximise Sixth Form students' academic potential by monitoring students' academic progress and organising interventions when necessary, with special regard to Pupil Premium and other Vulnerable groups
- To ensure the highest possible level of pastoral wellbeing of Sixth Form students
- To deal with Sixth Form student absence, lateness and disciplinary matters in liaison with the Head of Sixth Form and Sixth Form Administrator
- To aid the Head of Sixth Form in creating and ensuring the delivery of high quality PSHCE, tutorial, E3 and enrichment programmes, including the involvement of Sixth Form students as form mentors and subject mentors
- To aid the Head of Sixth Form in the appointment process and day to day management of Form Reps and Year and School Council Reps
- To aid the Head of Sixth Form in the Year 12 and Year 13 Parents' Evenings in conjunction with the relevant member of the support staff
- To organise Year assemblies as required
- To attend/lead regular tutor meetings, as required
- To aid in the monitoring that tutors are checking homework diaries and then helping the Head of Sixth Form on any resultant actions needed
- To aid in the monitoring of rewards, sanctions, lates and attendance, including checking for any patterns, and then leading on any resultant actions needed as required
- To promote the aims and ethos of the school at all times
- To aid in the management of the UCAS process, including writing UCAS references for Year 13 applicants in conjunction with the Head of Sixth Form, including those applying to overseas universities
- To contribute to the Sixth Form admissions process
- To attend and help as required in liaison with the Head of Sixth Form the Sixth Form Information Evening and Sixth Form Open Evening
- To help ensure the smooth transfer of pupils in to the Sixth Form, including those new to the school
- To deputise for the Head of Sixth Form at the KMGSA Heads of Sixth Form meetings when required
- To help organise the private study arrangements of Sixth Form students
- To help organise and run the Year 12 induction programme, including a Welcome Evening for Year 12 and their parents
- To contribute to the appointment process and day to day management of the Captains of School, House Captains and School Prefects

## 6. **Other responsibilities**

- To undertake other duties as may be reasonably expected

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher

## **Deputy Head of Sixth Form Person Specification**

### **Essential**

- A good Honours graduate with outstanding teaching skills
- An ability to motivate and inspire others, both colleagues and students
- A considerable work rate and high degree of administrative efficiency
- Excellent inter-personal and communication skills
- Sensitivity to deal with difficult pastoral and staffing issues
- A positive approach to problem solving
- Knowledge of current sixth form educational issues including developments in the spheres of public examinations, careers and university entrance
- Strong ICT and data analysis skills
- Enthusiasm
- Adaptability
- A good sense of humour

### **Desirable**

- Experience of the UCAS process and of writing UCAS references
- Experience of Sixth Form teaching to high achieving students
- Experience of being a Sixth Form tutor