

Assistant Head (Head of Sixth Form) – Job Description **The Bishop's Stortford High School**

Main Areas of Responsibility: Lead on all matters relating to the Sixth Form including:

- Vision, ethos and direction of the Sixth Form
- Line Management: x2 Deputy Heads of Sixth Form (DHSF); Assistant Head of Sixth Form (non-teaching) (AHSF); Sixth Form Administrator (SFA)
- Oversight of Sixth Form student achievement, welfare and conduct
- Oversight of the use of ALPS
- Oversight of Post-18 Progression
- Standards of KS5 teaching and learning
- Sixth Form Curriculum offer (alongside DHT)
- Post-16 guidance and admission into Sixth Form
- Achievement, retention and recruitment
- Staff development, tutor induction and support
- Allocation of Bursary Funding
- Information, Standards + Parents' Evenings
- Sixth Form Reports
- School Colours and commendations
- The Sixth Form Centre
- Sixth Form Senior Teams
- Sixth Form Assemblies
- TBSHS Alumni

General

- To promote a culture of taking responsibility and striving to fulfil potential.
- Informal and formal lesson + tutorial observation.
- Supervision in the Sixth Form Centre, Turing Suite and Library
- Careers guidance sessions as part of the admissions process

Leadership + Management

- To take a lead in all matters pertaining to the Sixth Form
- To be the line manager for all members of the Sixth Form Management Team

Teaching and Learning

- to keep teaching and learning in the Sixth Form under review, including encouraging the sharing of good practice.
- To observe lessons and part lessons at KS5 to be able to judge the quality of teaching and learning.
- To ensure effective use of ALPS and other related data to monitor progress
- To liaise with SLs with regard to the quality of teaching and learning and the use of KS5 data in their areas.

Curriculum

- To work alongside the Headteacher and DHT to ensure a broad and balanced curriculum offer for KS5 students
- To keep abreast of all changes in KS5 curricula and funding to ensure the financial viability of the Sixth Form
- To work with the DHT and the timetabler to ensure as many students as possible can access a suitable curriculum offer

Individual Student Achievement

(alongside DHSF Academic)

- To ensure that all students are given the opportunity and necessary support to fulfil their potential
- To track and address underachievement at regular intervals and in liaison with subject staff
- To provide tailored support, alongside departments, for students who are struggling with aspects of their learning
- To keep students and parents informed of progress through regular reporting and a clear intervention structure

Student Welfare and Behaviour

(alongside DHSF Pastoral)

- To ensure that each student is appropriately supported and has the opportunity to discuss concerns and issues
- To take responsibility for Sixth Form rewards and sanctions and implement the Sixth Form sanctions policy
- To be accountable for behaviour in the Sixth Form
- To monitor attendance and punctuality and ensure high levels of both in Sixth Form students
- To reflect the School's values and promote all aspects of equality, diversity and inclusivity in the sixth form

Student Guidance and Support

(alongside AHSF Progression)

- To support HOY11 in advising Year 11 students about the most appropriate post-16 course of study for them
- To ensure students have access to an informative and enjoyable Induction period to help inform their choice of post-16 provider
- To ensure students receive appropriate advice for their continuing education and future employment
- To ensure that all applications sent to universities are of the highest possible quality.
- To take the lead in organising results days and supporting students in their next steps.

Staff Development and Welfare

- To ensure that members of the Sixth Form Management Team have ample opportunity to improve their knowledge and develop their skills within the Sixth Form and wider school
- To read appropriate literature, attend relevant courses and take responsibility for personal professional development and that of the Sixth Form Team
- To negotiate with the HM and AHT pastoral the personnel for the Sixth Form
- To induct new tutors into the Sixth Form and ensure they have adequate support.
- To observe tutorial time and ensure that it makes for a high-quality addition to their learning, including ensuring that tutors maintain well-kept records

All-round education

- To encourage all Sixth Form students to participate in the wider life of the school, through the enrichment programme and beyond
- To provide opportunities for leadership for Sixth Form students
- To run the Senior Prefect team and chair the weekly meetings
- To liaise with HM over the appointment of Head Boy/Girl and Senior Prefect team
- To ratify the awarding of School Colours

Ethos and Environment

- To lead assemblies that encourage students to reflect on their progress and take responsibility for fulfilling future ambitions
- To ensure that all Sixth Form students treat their accommodation with respect and maintain a high standard, including the school library
- To maintain links with bodies beyond the school, including through Interact, Community Outreach and liaising with other post-16 providers where appropriate
- To maintain positive relationships with local residents and organisations beyond the school.

Logistical

- To organise the Sixth Form Open Evening
- To oversee the Sixth Form admissions process
- To organise and run Awards Evening
- To organise Parents' Evenings and Standards Evenings, ensuring invitation letters are sent out and staff are briefed
- To ensure that Sixth Form reports are of a high quality and are distributed punctually, followed by commendations where appropriate
- To set up procedures to monitor achievement and retention
- To ensure student destinations are recorded
- To amend student timetables and collect option choices
- To liaise with The Examinations Officer for all entries and resits
- To manage the 16-19 Bursary Fund, including information guides, contracts, and sanctioning payment and bonuses
- To manage all Sixth Form budgets and order Sixth Form, badges, ties
- To oversee the organisation of Leavers' Dinner and Dance, Yearbook, Leavers' Hoodies (liaise with Senior Prefect Team)

Additional Responsibilities as Assistant Headteacher

- Quality assurance and effectiveness of school matters as part of the Senior Leadership Team
- Line Management of some subject leaders as designated by the Headteacher
- Duty Team Leader one day per week
- Other duties as delegated by Headteacher to assist with the smooth and effective running of the school