



# Hartsdown Academy



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► Head of 6th Form

# ➤ Head of 6th Form

## Appointment Details

Job Title:  
Head of 6th Form

Reporting to:  
Senior Leader

Employment Status:  
Full Time / Permanent

Job Location:  
Hartsdown Academy, Margate

Closing Date:  
23rd February midday

Interviews:  
2nd March

Start Date:  
April/September

## Our Pillars

### Academic Ambition

We challenge every student to achieve excellence through a rich curriculum, expert teaching, and a focus on curiosity, resilience, and continual progress. We give our students the keys to their next steps.

### Opportunity

We provide all of our students with enriching experiences beyond the classroom that develop confidence, character, leadership, and real-world readiness.

### Culture

Our culture is built on strong relationships, kindness, and care. Our students matter and our actions reflect this. Our high expectations and strong routines help every student succeed.

Outcomes / Progress  
Teaching & Learning  
Curriculum  
6th Form  
GCSE / Vocational  
MYP  
Destinations

Student Leadership  
The Arts / Drama  
Sport  
House activities  
Careers  
Trips  
Enrichment

Hartsdown Culture - Relationships  
STRIVE Values  
Safeguarding  
SEN  
Routines  
High Expectations  
Celebration  
Attendance



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## The Role

Hartsdown Academy is seeking an ambitious and inspirational Head of Sixth Form to lead the next phase of development for our Post-16 provision. Our Sixth Form has gone from strength to strength and now offers an exciting opportunity for a leader who can combine strategic vision with a strong commitment to academic ambition, student opportunity and inclusive culture.

The Sixth Form at Hartsdown Academy is underpinned by a positive, caring and aspirational culture, with high expectations for both academic success and personal development. The successful candidate will provide clear leadership that ensures excellence in teaching and learning, robust pastoral systems and consistently ambitious outcomes for all students.

A defining feature of our Sixth Form is the International Baccalaureate Career Programme (IBCP). The IBCP is a two-year Post-16 programme designed for students who wish to combine academic study with career-related learning and personal development, while keeping future pathways open. It brings together academic qualifications alongside the IB Core, which develops critical thinking, communication skills, ethical understanding and independent learning.

The IBCP places a strong emphasis on applied learning, real-world relevance and employability, encouraging students to make meaningful connections between their studies and future careers. It is internationally recognised and highly regarded by universities and employers for producing resilient, reflective and well-prepared young adults.

The Head of Sixth Form will play a pivotal role in shaping, embedding and further developing the IBCP as a flagship pathway within the academy. This includes ensuring high-quality curriculum design, academic rigour, effective assessment and strong progression routes into higher education, apprenticeships and employment. The postholder will champion a culture of inquiry, reflection and ambition, ensuring that the IBCP delivers both challenge and opportunity for all students.

The role requires a leader who can create and sustain a culture of high academic ambition, where students are supported to set aspirational goals and are challenged to achieve their full potential. The Head of Sixth Form will lead on curriculum vision, quality assurance and mentoring systems, ensuring that opportunity and excellence remain central to the Sixth Form experience.

Working closely with senior leaders, external partners, universities and employers, the postholder will further develop opportunities that enhance students' academic and professional pathways. This is an exciting opportunity for a leader who is passionate about Sixth Form education, committed to inclusive practice, and motivated by making a lasting impact on young people at a pivotal stage of their lives.



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## **The Package**

Full time

Upper Pay Scale plus TLR

Teacher's Pension Scheme

## **Benefits**

- An exciting environment where you can really make a difference
- Being part of a small local trust that is totally committed to its staff and children
- Significant opportunities for CPD and development within the school and trust

## **Job Description**

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the School Teachers' Pay and Conditions Document.

## **General Description**

To be the lead professional for the sixth form and vocational subjects across the school.

## **Job Purpose**

- To be an active member of middle leadership team and to set the direction of the development of Teaching and Learning throughout the school
- To ensure that the Senior Leadership Team are fully informed of issues relating to the implementation of the School Development Plan that relate to the post holder's work
- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
- To be accountable for student progress and development within the subject/cluster of subjects
- To develop and enhance the teaching practice of others
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head Teacher
- To be accountable for leading, managing and developing the subject/curriculum area
- To manage and deploy teaching/support staff, financial and physical resources within the curriculum area effectively to support the curriculum area development plan
- To monitor the development of the curriculum area across the school's departments and life



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**Reporting to:** Member of Leadership Team

**Responsible for:** Teaching staff and other relevant personnel within the curriculum area.

**Liaising with:** Head/Deputies/Assistant Heads, other Curriculum Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, and parents, students

## MAIN DUTIES

- To be accountable for student attainment and progress in the Sixth Form ensuring every student achieves and exceeds their potential
- To help manage and co-ordinate the strategic development of the Sixth Form and the IBCP within the school in order to enable students to achieve the highest grades and progress
- To help monitor and evaluate the innovation and development of learning and teaching strategies for students within the Sixth Form
- To be accountable for promoting and safeguarding students' welfare and personal development as part of the Sixth Form and school approach
- To take a full role within the school community as a middle leader

**Accountable to:** Senior Leadership Team

## Outcome and Activities

- To enhance students' academic performance through the use of tracking and review of performance data to set challenging but realistic targets for students
- To promote the Sixth Form and the IBCP to ensure retention of existing year 11 students and the recruitment of external applicants by guiding the community in understanding the IBCP framework and the benefits of the programme
- To run the Sixth Form Centre
- To monitor the standards of attendance, behaviour and dress of all students
- To encourage students to contribute positively to the life of the sixth form and the wider life of the school and the community
- To carry out the role and responsibilities of the IBCP Coordinator, providing information, guidance and support to students, colleagues and other stakeholders regarding the IBCP
- To review IB and BTEC level 3 results in August and at other relevant times during the year
- To co-ordinate the writing of UCAS statements
- To ensure all 6th Form students successfully secure appropriate post-18 destinations



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## Teaching and Learning

- To track and monitor sixth form attainment and effort grades and implement intervention as appropriate
- To take part in the report cycle and review reports with students and parents/carers
- To lead teaching and learning reviews and provide pedagogical leadership to develop practice and manage change necessary for developing IBCP

## Strategic Leadership and Development

- Support the development and implementation of the vision and strategic direction of the school which reflects its educational and IB aspirations and values
- Ensure there is a clear and unified approach to curriculum planning for the IBCP
- including collaboration, embedding international mindedness and embedding the learner profile attributes
- Developing a 6<sup>th</sup> form calendar to ensure that all courses meet IBCP requirements and students benefit from concurrency of learning
- Lead the production and review of the Sixth Form and key stage development plan.
- Contribute to the school-wide planning activities
- Lead the process of monitoring and evaluation of the Sixth Form in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To lead the 'Core' element of the IBCP and work closely with the SL Coordinator, RP Coordinator and PPS Coordinator in order to provide meaningful and relevant experiences for students that link their learning in all areas of the IBCP
- To support students with target setting and post-18 career planning, including UCAS and HE applications
- To pay due regard to the schools equality policy and its application in the work of the student support system
- To ensure that the sixth form staff are advised regarding national and international developments with reference to university policies, careers and specific areas of our sixth form offer
- To meet fortnightly with SLT/line manager to formally feedback on progress and key issues in the Sixth Form



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## ***Job description review and amendment:***

- The duties and responsibilities outlined above may be varied to meet the changing demands of the school at the reasonable direction of the headteacher and following consultation with the postholder.
- The job description is subject to annual review.
- The specific key tasks are specific activities related to the development, rather than the maintenance, of the school, agreed between the headteacher and postholder as relevant to and reasonable for the level of responsibility.
- This job description allocates duties and responsibilities but does not direct the particular time to be spent in fulfilling them. In allocating time to the performance of duties and responsibilities the teacher should use time directed in accordance with the school's time budget and have regard to the current School Teachers' Pay and Conditions document.



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## Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

Qualifications and Training	Essential	Desirable
Graduate level education	•	
QTS or equivalent	•	
Departmental leadership or year leadership	•	
Year leadership		•
IB training		•
Experience		
Successful teaching and curriculum development experience in the 11-19 age range	•	
Experience of developing clear strategies for ensuring all students make progress	•	
In-depth, current knowledge of effective pedagogy and coaching	•	
Evidence of personal impact on raising standards within a year group or whole-school		•
Proven track record in engaging with parents		•
Proven track record of improving student progress		•
Knowledge, Skills and Abilities		
Knowledge and understanding of effective strategies for raising the attainment of students	•	
Highly developed communication and presentation skills applicable to a wide range of groups.	•	
Ability to lead developments in academic excellence as a line manager to a teaching department	•	
Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines.	•	
Strategic understanding of current and future developments in national education policy		•
Evidence of contributions to long term strategic planning.		•
Excellent knowledge of the challenges involved in developing support for children		•





Hartsdown Academy, alongside Dane Court Grammar School, King Ethelbert School, The Royal Harbour Academy, Newington Community Primary School and Cliftonville Primary & Pre-School, is a proud member of the Coastal Academies Trust, a family of schools committed to raising aspirations, transforming outcomes and lives across Thanet.

Being part of CAT gives our students and staff access to exceptional collaboration, shared expertise, and a strong culture of mutual support. Through trust-wide professional development, joint curriculum innovation, and a collective drive for excellence, we benefit from the strength of working together to ensure every young person thrives.



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