

**Role Description:
Head of Sixth Form/KS5
Raising Standards Leader**



Saint George's
Church of England School



Job Purpose:

To continue to raise standards in the Sixth Form, to ensure that each student has a relevant and positive experience, maximising opportunities for success, and creating an environment where teaching actively facilitates learning and enhances progress.

Key Accountabilities:

To carry out the duties of The Head of Sixth form as outlined in this document and the duties of a classroom teacher as set out in the current Schoolteachers' Pay and Conditions of Service Document. This includes carrying out such reasonable duties as the Headteacher may reasonably delegate.

Shaping the Future:

- Contribute to the school development plan and associated self-evaluation of the school, with particular responsibility for KS5
- Raise standards and achievement in KS5.
- To lead an effective and successful UCAS programme with the support of the sixth form tutors.
- Strategically ensure the development of partnerships and collaboration to meet the needs of all students.
- To lead transition from year 11 ensuring suitability of academic courses and providing guidance on results and progression of students.
- To be present at school and on A-level and GCSE results days to provide advice for students and to organise the programme for A-level results day and sixth form recruitment.
- To monitor students' use of study periods daily in order to promote a good working environment and ethos throughout the sixth form
- To monitor students' progress regularly and report back on it to the senior leadership team
- To oversee target-setting and tracking of students' performance and plan intervention strategies as appropriate
- Develop the wider contribution of sixth form students to the whole school community

Managing and leading teams:

- Set high expectations of achievement.
- To establish a positive, collaborative working relationship with sixth form Tutors to ensure the smooth and consistent running of the sixth form.
- To lead the admissions, interview and induction process.
- Embed a consistent approach to expectations of students taking overall responsibility for student's punctuality, attendance and appearance.

Managing Policy and planning:

- Support the Governing Body in meeting its responsibility to account for the performance of the sixth form.
- Analyse results and current attainment of groups of students and plan for improvement across the sixth form.
- to keep abreast of curriculum and academic developments and other national agendas, and to continually review the sixth form and curriculum enrichment provision to provide our students with the best possible opportunities