

Job Description

Role: Head of Sixth Form

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Trust ('the College') is an equal opportunities employer.

Location:	Senior School
Accountable to:	The Head of Sixth Form is directly responsible to and supervised by the Head, who is responsible for the leadership and management of the College and reports to the Board of Governors. The Head of Sixth Form will also take direction from the Deputy Head (Pastoral) and Deputy Head (Academic) in relation to their respective areas of responsibility.
Responsible for:	The leadership and day-to-day management of the Sixth Form, including academic progress, pastoral welfare, the effective operation of the Sixth Form Centre, the retention of students from Year 11 into the Sixth Form, and the recruitment of new students into the Sixth Form.

Overall Purpose of the Job

The Head of Sixth Form's primary purpose is to lead and manage the Sixth Form, ensuring high standards of academic achievement and pastoral care for students in Years 12 and 13. The role includes oversight of Sixth Form tutors, UCAS and university admissions processes, enrichment and leadership opportunities, and the promotion of the Sixth Form internally and externally. A key responsibility is to maximise the retention of students from Year 11 into the Sixth Form and to lead the recruitment of new students, ensuring strong enrolment and growth. As a member of the Senior Leadership Team (SLT), the Head of Sixth Form contributes to whole-school strategy and supports the ethos and aims of the College.

Main Duties and Responsibilities

- Be an active member of the SLT, attending meetings and contributing to strategic discussions.
- Promote the aims and ethos of the College and maintain high standards of achievement and conduct.
- Lead and manage the team of Sixth Form tutors, ensuring effective pastoral and academic support.
- Hold regular meetings with tutors to monitor student progress and wellbeing.
- Compile and update the Sixth Form Tutor Handbook and relevant policies annually.
- Oversee academic tracking and pastoral care for Sixth Form students, liaising with parents and staff as appropriate.
- Organise Sixth Form Parents' Evenings in collaboration with the Deputy Head (Academic).
- Monitor attendance, punctuality, and adherence to the Sixth Form dress code.
- Liaise with the Head of Boarding to ensure a robust induction for day and boarding students.

- Oversee and coordinate the university admissions process, including Oxbridge and overseas applications, ensuring timely and accurate completion of UCAS forms, personal statements, and references.
- Provide guidance and mentoring for competitive admissions candidates and arrange mock interviews.
- Submit termly reports on university admissions to the governing board.
- Plan and deliver the Sixth Form enrichment programme, including leadership opportunities and co-curricular activities.
- Oversee the annual prefect selection process.
- Plan and monitor the PSHE programme for the Sixth Form.
- Work closely with the Marketing and Admissions teams to develop and implement marketing strategies and campaigns for the Sixth Form, both internally and externally.
- Generate ideas for future marketing initiatives to enhance the profile and attractiveness of the Sixth Form.
- Take responsibility for increasing Sixth Form numbers by maximising retention from Year 11 and recruiting new students from external sources.
- Promote the Sixth Form internally and externally, ensuring effective marketing and recruitment strategies in collaboration with the Head of Marketing.
- Monitor retention and recruitment data and report to SLT.
- Contribute Sixth Form content for newsletters and the College website.
- Advise SLT and staff on national developments relating to university admissions and Sixth Form curriculum.
- Manage Year 11 transition activities, including interviews, events, and option blocking.
- Oversee the upkeep and safe use of Sixth Form spaces, including the Common Room.
- Plan and deliver Leavers' events for Year 13 students.
- Coordinate Sixth Form contributions to College duties and events.
- Manage the Sixth Form budget effectively.

General

- Comply with College policies and safeguarding requirements.
- Attend College events, including evenings and weekends, as required.
- Undertake any other duties reasonably requested by the Head.

Training and Work Equipment

"Everyday" work equipment and Personal Protective Equipment, if required, will be provided by the College.

Person Specification
Role: Head of Sixth Form

Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> • Good Honours Degree 	<p>Education:</p> <ul style="list-style-type: none"> • Evidence of continuing professional development, e.g. NPQSL
<p>Skills:</p> <ul style="list-style-type: none"> • Ability to use data to identify strengths and address under-achievement • Good analytical and strategic thinking skills • Excellent interpersonal skills • Leadership skills • Ability to work under pressure 	<p>Skills:</p> <ul style="list-style-type: none"> • Able to simplify complex issues and develop innovative solutions • A willingness to experiment with ICT, and new technologies to enhance learning and teaching
<p>Experience:</p> <ul style="list-style-type: none"> • Setting high standards for others and ensuring goals are achieved • Strong teaching ability, backed up by good and outstanding ratings • A proven track record of measurable impact 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience of contributing to the efficient and effective development of staff and resources • Experience of contributing to development planning and to the process of continuous review and evaluation • Experience of leading a department or having responsibility within a department
<p>Knowledge:</p> <ul style="list-style-type: none"> • Thorough knowledge and understanding of current developments in teaching, learning and the curriculum 	<p>Knowledge:</p> <ul style="list-style-type: none"> • Understanding of the UCAS process • Experience with helping students with careers
<p>Other:</p> <ul style="list-style-type: none"> • A strong moral purpose and drive for improvement • Motivated, enthusiastic and flexible • Good sense of humour • A desire to develop yourself and those around you, as individuals • Excellent record of attendance • Support for the Christian ethos of the College 	<p>Other:</p>