



THE NORTH HALIFAX GRAMMAR SCHOOL
High Performing Specialist Science & Languages School

Job Description
Sixth Form Leader

Title:	Sixth Form Leader
Subject:	Student progress and wellbeing
Teaching & Learning Responsibilities/Equivalent:	Annual allowance dependent on current position but not less than £10,461-TLR1(B)
Tenure:	195 days per year; Full Time
Responsible to:	Assistant Head

1. BACKGROUND

- 1.1 As with all Job Descriptions, the role is discussed between the post-holder and the Line Manager(s), to whom all teachers are directly responsible. The details below represent the expected areas of work in addition to the standard classroom Job Descriptions and provides the main basis of the annual Performance Management Review.
- 1.2 In accordance with the guidance for the award of Teaching and Learning Responsibilities the post;
- is focused on teaching and learning;
 - requires the exercise of a teacher's professional skills and judgement;
 - requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
 - has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
 - involves leading, developing and enhancing the teaching practice of other staff.
- 1.3 The job description does not remove the teacher's obligation to undertake his or her professional duties within the current School Teachers' pay and Conditions and under the reasonable direction of the Headteacher; rather it indicates how these generic duties are expected to apply to the teacher's work in the school.

2. The Core Purpose

The core purpose of the Sixth Form Leader (SFL) at NHGS is to provide professional leadership and management for the Sixth Form (Years 12 & 13) and raise standards by using personalised strategies to realise the potential of all students.

3. General Responsibilities

The SFL provides professional leadership and line-management for the team of Year Group Leaders (YGLs) and a cohort of students, to secure high quality teaching, support, guidance and care for students and ensure overall improved standards of achievement for all students.

- 3.1 Develop a strategic view for the Sixth Form which supports the vision, ethos and policies of the school;
- 3.2 Contribute to the creation and implementation of the school improvement plan, especially as it relates to the Sixth Form and to take responsibility for appropriately delegated aspects of it;
- 3.3 Use National, Local and school management data effectively, to monitor standards across the Sixth Form;
- 3.4 Monitor the progress made towards achieving objectives and targets for the Sixth Form and use the information to plan future developments;
- 3.5 Ensure that parents are well informed about the curriculum, targets, children's progress and attainment within the Sixth Form;
- 3.6 Implement policies and develop practices for the Sixth Form which reflect the school's commitment to high achievement, effective teaching and learning, support and care;
- 3.7 Create a climate which enables other staff to develop and maintain positive attitudes towards the Sixth Form and confidence in teaching and working with students.

4. Leading and managing Staff

- 4.1 Participate in the selection and allocation of student progress tutors (SPTs referred to as tutors) for the Sixth Form;
- 4.2 The SFL is responsible for the line management of the YGLs for Years 12 & 13 and should ensure effective pastoral care for all students. The SFL provides the leadership, support, challenge, information and development necessary to sustain staff motivation and secure the expected progress by students;
- 4.3 Support YGLs and tutors to sustain constructive working relationships with students;
- 4.4 Establish clear expectations and constructive working relationships among staff involved with the Sixth Form, through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice and developing an acceptance of accountability;
- 4.5 To attend half-termly meetings with the LG & Sixth Form tutors and termly meetings of the Strategic Planning Group, Heads of Section and Pastoral Managers;

- 4.6 Sustain their own motivation and that of other staff involved in the Sixth Form;
- 4.7 Lead the professional development of YGLs and tutors through example, coaching and support and co-ordinate the provision of high quality professional development, drawing on other sources of expertise as necessary, for example, high education, L.A., subject associations;
- 4.8 Take responsibility for the development and monitoring of the curriculum provision throughout the Sixth Form, liaising appropriately with subject leaders, class teachers and previous and subsequent key stage or year group managers;
- 4.9 Support the headteacher and LG in the monitoring of the quality of teaching and learning across the Sixth Form, including the analysis of performance data
- 4.10 Ensure high quality training, monitoring and support is provided during the induction of new tutors in the Sixth Form and for trainee teachers attached to the Upper school;
- 4.11 Assist YGLs to achieve expertise in leading and supporting tutors;
- 4.12 Work with the YGLs to ensure the effective implementation of a PSCHEE programme by tutors and others in the Sixth Form;
- 4.13 Ensure that YGLs work with the LPL, the G&T Lead Teacher and any other staff with special expertise or responsibilities to ensure that all student's needs are met and they can reach challenging targets;
- 4.14 Ensure that the Headteacher, LG and governors are well informed about the successes and difficulties experienced by the Sixth Form;

5. Student Progress

- 5.1 Liaise with the USL to develop, implement and monitor an effective and appropriate transition programme for students transferring from the Upper School to the Sixth Form;
- 5.2 Organise the SF Open Evening and liaise with the Creative Director about the nature and content of the SF Brochure;
- 5.3 Help organise and participate in the arrangements for students transferring to post-16 provision by participating in the programme for interviews with all Year 11 students;
- 5.4 Organise interviews and tours for external applicants and oversee the allocation of offers;
- 5.5 Organise, with the Sixth Form YGLs, incoming students into eight form groups and an appropriate induction experience with the YGL for Year 12;
- 5.6 Liaise with the LPL, Head of PSCHEE and all other staff about the particular learning and/or behavioural needs of students transferring into the Sixth Form as appropriate;
- 5.7 Support the YGLs in ensuring that tutors comply with all registration procedures in the Sixth Form, particularly those in receipt of EMAs, and that effective strategies are implemented to tackle persistent absence and/or tardiness by students;

- 5.8 Help set expectations and targets for the Sixth Form in relation to standards of student achievement and evaluate progress and achievement by all the different groups of students;
- 5.9 Support the YGLs in tracking curriculum coverage, continuity and progression of the learning of all students, including the gifted & talented and those with special educational or linguistic needs;
- 5.10 Support the YGLs in monitoring students' attitude, behaviour and involvement in the Sixth Form;
- 5.11 Liaise with the LG to agree study leave dates and with the School Systems Manager to agree the organisation of external exams;
- 5.12 Help co-ordinate internal and external reports on students' progress for the Sixth Form;
- 5.13 Support the YGLs in ensuring the effective support and care for all students in the Sixth Form;
- 5.14 Ensure that students in the Sixth Form make the expected progress in all areas;
- 5.15 Organise an Information Evening for Year 12 parents about the options post-18 including higher education and employment;
- 5.16 Ensure that appropriate information, advice and guidance is provided for all students To help them choose appropriate destinations post-18;
- 5.17 Support the YGLs in fostering a partnership with parents to involve them in their child's learning, by providing information about curriculum, targets, progress and attainment through the completion of reports and consultation events;
- 5.18 Liaise with other schools to arrange casual student transfers and placements;
- 5.19 Liaise with other staff in the school and external agents as appropriate for advice for specific students with particular needs;
- 5.20 Attend case conferences on students and liaise with external agencies as appropriate and to prepare reports and documentation for such meetings;
- 5.21 Promote extra-curricular activity for the Sixth Form;

In addition to these specific responsibilities the post holder will be required to take part in the school's performance management system, undertaking reviews of delegated staff and operate all computer based and manual administrative and clerical systems within the school in a secure manner.

NHGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.