| **Job Description for**  **Assistant Head (Head of Sixth Form)**  **Required for September 2025** | UCS_RGB |
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**Overview**

The Head of Sixth Form is a key leadership role at Assistant Head level, responsible for the academic and pastoral development of, and support for, pupils in Years 12 and 13. They are therefore responsible for ensuring that the post-16 provision at UCS continues to be distinctive, innovative and the post-16 Sixth Form of choice for our own Year 11 pupils as well as those seeking to join the school after GCSE.

At the same time, the Head of Sixth Form is responsible for ensuring that the Sixth Form is connected to the Lower School (Years 7 and 8) and Middle School (Years 9 – 11) and that there is continuity into the Sixth Form for pupils with regard to expectations and ethos.

This is an excellent opportunity for the successful candidate to gain extensive experience at senior leadership level. We would see the successful candidate as someone likely to be seeking a Deputy Headship or Headship in due course.

The Head of Sixth Form reports to the Vice Master, and through him to the Headmaster. The Head of Sixth Form directly line-manages the Director of Higher Education, the two Senior Tutors and the Head of Careers, as well as the Sixth Form Team Administrator.

Given the broad academic and pastoral brief of the role, the Head of Sixth Form attends Academic Board and Pastoral Committee meetings as an ex officio member of each group. In addition, the Head of Sixth Form has weekly meetings with the Vice Master and Deputy Head (Pupils).

As a member of the school’s Senior Leadership Team, the Head of Sixth Form will attend SLT meetings, and meetings with the Deputy Heads and other Assistant Heads. They will contribute to the development of whole-school strategy and take responsibility for specific elements of the School Development Plan. They will also be a member of the school’s senior appraisal team. It is expected that the Head of Sixth Form will support and attend school events, and particularly those involving Transitus and Sixth pupils.

**Key Responsibilities**

1. **Strategic Development of the Sixth Form**

* To develop a strategic vision for the UCS Sixth Form informing and informed by the aims and ethos of the UCS Foundation, and the School Development Plan
* To keep abreast of current academic and pastoral issues pertinent to the Sixth Form, attending training courses, meetings and conferences
* To foster an ethos of academic aspiration and scholarship which ensures that all Sixth Form pupils achieve their potential
* To promote the values of responsibility and resilience, helping UCS Sixth Form pupils develop self-confidence, self-esteem and a commitment to the school and wider community so that they are well equipped for life after UCS

1. **Academic, Curriculum and Higher Education**

* To monitor the overall academic progress of all pupils in Year 12 and 13 in conjunction with the Vice Master, Director of Studies and Deme Wardens
* To ensure that all Sixth Form pupils and their parents understand the higher education and career options open to them, and the implications of and opportunities arising from their decisions
* To ensure that pupils are well supported as they move through the UCAS application process, including Oxbridge and applications to international universities and colleges
* To direct Heads of Departments in matters regarding higher education applications in conjunction with the Director of Higher Education
* To support the Senior Tutor (Pastoral & Enrichment) with the continued development of the Bios Diploma programme

1. **Pastoral**

* To assist Deme Wardens with the pastoral care of Years 12 and 13, directing Deme Wardens as necessary
* To have overall responsibility for Sixth Form punctuality, discipline, behaviour and dress as directed by the Deputy Head (Pupils)
* To monitor patterns and trends in pastoral provision
* To encourage pupils in Years 12 and 13 to take full advantage of the many opportunities for personal and social development, and leadership, arising both in and outside school
* To direct the annual process for the appointment of Monitors
* To line-manage the Monitor team, and to meet with the team on a regular basis
* To direct the annual selection and appointment of Sixth Form Union representatives, and to support the Senior Tutor (Pastoral & Enrichment) in developing the work of the SFU as a forum for pupil voice in the senior section of the school
* To manage and develop the AKO Sixth Form Centre as an inclusive, welcoming and practical space promoting both independent study and social cohesion
* To have oversight of co-curricular and social activities for Year 12 and 13 pupils
* To support cultural, sporting and other activities in which Year 12 and 13 pupils are involved

1. **Line Management and Communication**

* To lead and line-manage the Senior Tutors, the Director of Higher Education and the Head of Careers
* To line-manage Year 12 and 13 form tutors regarding support for pupils’ higher education applications
* To organise regular Year 12 and 13 Tutor Meets in order to ensure that tutors are well-informed and to facilitate the sharing of best practice in post-16 form tutoring
* To liaise with the Head of Careers to ensure continuity of appropriate careers advice provision for Years 12 and 13
* To retain oversight of the Bios Core (PSHE) programme to ensure that it continues to meet the needs of pupils in Years 12 and 13
* To direct the Senior Tutor (Pastoral & Enrichment) in working with the Head of PSHE to ensure appropriate coverage for Years 12 and 13

1. **Events**

* To assist with the Sixth Form admissions process, including meeting prospective families and interviewing candidates
* To attend Sixth Form subject options events for Year 11, including giving presentations to parents and pupils as required
* To take responsibility for the Introduction to Sixth Form event for Year 11, and contribute to the Sixth Form experience day for Year 10
* To liaise with the Head of Partnerships to organise events and activities for Year 11 and above pupils in local schools (e.g. university information) as required
* To take responsibility for the induction of pupils new to Year 12, including organisation of the annual post-GCSE taster week
* To have oversight of Sixth Form assemblies
* To have oversight of Beyond UCS and Oxbridge information events
* To organise leavers’ events in conjunction with the Vice Master

**Person Specification**

| **Skills and Attributes** | **Required** |
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| Experience/Knowledge | Significant previous experience of middle management in a pastoral or academic role, including effective staff management  Awareness of issues specific to the Sixth Form years, including UCAS  Evidence of involvement in co-curricular activities, and an awareness of their importance  Involvement in admissions procedures (desirable)  Involvement in, and awareness of, Sixth Form subject guidance |
| Skills/Abilities | Ability to build positive relationships with colleagues  Ability to maintain both verbal and written communication with a wide variety of stakeholders, including parents, pupils, SLT and Deme Wardens  Genuine interest in young people and in particular the ability to communicate effectively with the 16-18 age group  Excellent interpersonal skills  Understanding and experience of safeguarding and/or a willingness to learn |
| Personal Qualities | Ability to prioritise/organise workload  Adaptable, flexible, collaborative and innovative approach to work  Ability to be a self-starter, whilst working within the current academic and pastoral structures  Attention to detail and accuracy  A charismatic personality with a good sense of humour, and the ability to lead and inspire |

**Arrangements for the Appointment**

The deadline for receipt of applications is midday on Friday 17 January 2025. First round interviews will be held the following week, with final round interviews on Friday 24 January.