

MOULSHAM HIGH SCHOOL



Assistant Head of Sixth Form (Year 13 and Destinations)

Job Description

Accountable To: The Head Of Sixth Form.

TLR: 2c.

Teaching Allocation: 40 periods per fortnight.

The Assistant Head of Sixth Form (Year 13 and Destinations) is accountable for:

- The attitudes, behaviour and safety of all Year 13 students.
- The attendance and punctuality of all Year 13 students.
- The academic progress made by all students throughout Year 13, ensuring that they meet their ALPS targets.
- The retention of students throughout Year 13.
- The successful completion of the UCAS process so that all students who apply to university reach an appropriate destination.
- The destinations reached by those Year 13 students who do not apply to university and for whom an apprenticeship, further training or employment is the preferred route.
- The provision of high quality careers advice and guidance for all Year 13 students.
- The effectiveness of the Year 13 tutor team.

The Assistant Head of Sixth Form (Year 13 and Destinations) is responsible for:

- Managing Year 13 effectively on a day-to-day basis, including: ensuring that behaviour is of a high standard (as set out in the school's 'Student Behaviour Policy'); monitoring punctuality; addressing any incidences of persistent lateness and making sure that all students adhere to uniform requirements.
- Ensuring that all safeguarding issues relating to Year 13 students are addressed in line with school policy, working to both the Head of Sixth Form

and Designated Safeguarding Lead, and liaising with specialised support staff and outside agencies as necessary.

- Monitoring the attendance of all Year 13 students, including meeting with the Attendance Officer regularly and addressing any issues of poor attendance that may arise.
- Monitoring the progress of each Year 13 student against their ALPS targets, liaising with Heads of Faculty, Key Stage 5 Co-ordinators and teachers where there is underperformance.
- Ensuring that intervention is implemented to address the academic underperformance of individuals and groups and monitoring the impact of this.
- Supporting the Head of Sixth Form in monitoring the quality of teaching and learning in Year 13, including through learning walks, book checks and student voice.
- Ensuring that all Year 13 students use their supervised study time effectively.
- Ensuring that parents are kept fully informed of students' academic progress.
- Informing parents, carers and students about the UCAS process via written documentation, information evenings, assemblies, the tutor programme and virtual resources.
- Supporting students in selecting the appropriate university courses.
- Organising and leading a programme of support for students attempting early or Oxbridge entry.
- Ensuring that students' UCAS Personal Statements are of the highest quality.
- Ensuring that staff UCAS references are of the highest quality.
- Submitting all UCAS applications by the UCAS deadline.
- Developing links with universities and colleges in support of the UCAS application process.
- Providing students who are seeking apprenticeships, further training or employment with appropriate support.
- Liaising with the Assistant Headteacher Personal Development to ensure that all Year 13 students receive high quality careers advice and guidance.
- Leading the Year 13 tutor team and ensuring that a relevant, effective tutorial programme is delivered by all.
- Overseeing the organisation of Year 13 parents' evening.
- Ensuring that Year 13 mini and full prelim exams run efficiently.

ALL STAFF AT MOULSHAM HIGH SCHOOL ARE EXPECTED TO:

- Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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. The school's Child Protection and Safeguarding Policies can be found on the school website: www.moulshamhigh.org

This post is subject to a DBS check and is not suitable for anyone who has been barred in any way from working with children.

PERSON SPECIFICATION POST – ASSISTANT HEAD OF SIXTH FORM (YEAR 13 AND DESTINATIONS)

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
Good quality honours degree in one of Religious Studies, Geography, Computer Science, Physics or Chemistry.	√	
PGCE, or equivalent, in Secondary Education	√	
Qualified Teacher Status	√	
Experience		
Proven success in teaching one of Religious Studies, Geography, Computer Science, Physics or Chemistry up to and including A level.	√	
Substantial experience of the UCAS process, including producing high quality personal statements and references.	√	
Experience of working in a Sixth Form team, either as a form tutor or postholder.		√

Knowledge / Skills		
An outstanding classroom practitioner who can act as a role model for others, particularly at post-16.	√	
A thorough understanding of the UCAS, Oxbridge and early entry processes.	√	
Knowledge of alternative next steps to university post-18, including apprenticeships and employment.		√
The ability to effectively contribute to a team and to manage personnel as required.	√	
An understanding of the nature of pastoral work.	√	
An understanding of current safeguarding legislation and practices.		√
The ability to liaise and communicate effectively with stakeholders e.g. students, staff, parents, carers, governors and outside agencies.	√	
The ability to ensure the smooth daily operation of an area of the school, maintain high standards of discipline and support others in creating a positive learning environment.	√	
Familiarity with external Post-16 data, including Level 3 Value Added, the IDSR and ALPS, and the ability to use this for self-evaluation and action planning.		√
The ability to use data to track student progress and the knowledge of appropriate intervention strategies to apply at post-16 where there is under-performance.	√	
The ability to quality assure teaching and learning effectively through learning walks, student voice and book checks.		√
Up-to-date knowledge of current curriculum changes at KS5.		√
An ability to communicate effectively to a range of audiences both verbally and in writing.	√	
The ability to ensure that whole school policies, including those for Safeguarding and Student Behaviour, are implemented consistently.	√	
Personal		
Ability to work hard under pressure	√	
Ability to prioritise and meet deadlines	√	
Commitment to continued personal development	√	
Commitment to contribute to extra-curricular activities and educational visits		√
General		
Good attendance and punctuality record	√	

Professional dress	√	
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January 2022
J. Mead