



Hendon School

Post: Head of Sixth Form

Responsible to: Director of Key Stage 5

Salary: MPS/UPS (Outer London) plus TRL 1a

Job purpose: Work with the Director of Key stage 5 to lead, inspire and motivate all students in the Sixth Form (HS6), ensuring their welfare, success and a consistently outstanding experience in line with the school's aim and school improvement plan.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. They may be modified by the Headteacher, with agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Strategic

- Raise the profile of HS6 across the whole school, engendering an ethos of achievement
- Provide leadership in the pastoral, social and academic welfare of HS6 students, supporting their inclusion into school life
- Support, inspire and reinforce the identity of HS6
- Inspire and develop the HS6 tutor team
- Monitor and evaluate HS6 students' progress through analysis of data, and develop effective intervention strategies
- Lead the recruitment, admission and induction processes of HS6 students
- Liaise with the Director of Key Stage 5 on all strategic matters including the development of the strategic plan for the Sixth Form.

Operational

- Lead HS6 monitoring processes, through detailed analysis of data, action planning, intervention and evaluation of all parts of HS6 life
- Ensure planning, implementation and support HS6 tutors with the mentoring time programme.
- Monitor attendance and punctuality and develop strategies to improve this
- Monitor and support vulnerable students
- Maintain effective and appropriate contact with parents
- Organise and oversee appropriate conduct of private study
- Lead assemblies
- Arrange/provide post examination results support and guidance for students
- Continue to develop the Student Voice
- Organise Parents Evenings for Year 12 and 13
- Oversee the maintenance of the school website Sixth Form area

Teaching

All teachers are expected to abide by the Professional Standards for Qualified Teacher Status when undertaking their role as a classroom teacher.