



Job Description – Acting Head of Sixth Form

Overall Purpose

The Acting Head of Sixth Form will have responsibility for the day-to-day running of the Sixth Form, the academic progress and pastoral welfare of the Sixth Form students, recruitment of students into the Sixth Form, and the operation of the Sixth Form Centre.

The Acting Head of Sixth Form will be active in promoting the schools aims, and supporting an ethos that promotes achievement and high standards, underpinned by our FCJ charism and values. They will understand the nature and purpose of Catholic education and promote the Catholic identity of an FCJ school and safeguard the teaching of the Church.

The role will make an important contribution to our aim of equipping our learners with the confidence, skills and qualifications needed to succeed in whatever future pathway they follow. The Acting Head of Sixth Form will report to a member of the Senior Leadership Team.

Main Duties and Responsibilities

General

- Inspire students to the highest levels of personal aspiration
- To promote excellence, equality and high expectations of all Sixth Form students
- Enhance students' academic performance
- Ensure a high quality of pastoral care and student support in the Sixth Form
- To cultivate and develop self review of the Sixth Form provision so as to ensure excellent standards of learning, progress and pastoral care
- To line manage the Sixth Form Tutors
- To maintain effective discipline through implementation of the school's agreed procedures; to maintain good order and discipline among the students and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- Support and promote outstanding teaching and learning in the sixth form
- Promote the Sixth Form to ensure retention of existing Year 11 pupils and the recruitment of external applicants
- Lead and manage the UCAS process
- Support the Catholic ethos of the school
- Oversee the running of the Sixth Form area
- To implement the school's agreed policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- To support and implement the Health and Safety policy and procedures of the school at all times

Specific

- To encourage students to contribute positively to the life of the Sixth Form and the wider life of the School
- Have oversight of students' emotional, social and physical well-being
- To create an annual plan/programme for the sixth form, which contributes to the achievement of the School Improvement Plan
- To monitor and be accountable for Sixth Form attainment and effort grades
- To liaise with parents, staff and other agencies to support students
- To promote the Sixth Form Bursary and oversee its distribution
- To oversee all aspects of reference writing and the administration of the UCAS process including leading on results day/clearing in the Summer holiday
- To monitor standards of uniform and ensure students are well presented in line with Sixth Form uniform guidelines
- To review post-16 examination results in August and at other times during the year
- To manage post-16 student performance data tracking and analysis
- To work with the SLT to lead and manage intervention measures to raise the attainment of sixth form students
- To ensure that the SLT and staff are advised regarding national developments with reference to University policies, careers and specific areas of Sixth Form curriculum
- To take responsibility for the Sixth Form prospectus and associated publications
- To ensure high quality information, advice and guidance for all sixth form students including management of detailed support for their progression
- In partnership with the SLT to take a leading role in monitoring and evaluation of the quality of teaching and learning in the sixth form
- To deal with routine student absence, lateness and disciplinary matters
- To ensure that key messages for students reflect the school's ethos of excellence, dignity, gentleness, hope, companionship and justice
- To organise the private study arrangements for Sixth Form students
- To develop a Sixth Form enrichment and careers programme
- To develop high quality work experience and service opportunities for all students
- To work with Year 11 tutors and students and to ensure the smooth transfer of students to the Sixth Form
- To conduct individual interviews with Year 11 students
- To organise and run the Sixth Form Open Evenings for students and parents/carers and other events as appropriate
- To organise and run a Year 12 induction programme
- To manage and develop the Sixth Form Student Leadership Team
- To ensure effective Student Voice is a part of regular Sixth Form life
- To work with relevant staff to develop extra-curricular clubs and liaise with the Girls' Network
- To be aware of the Sixth Form website entry and be responsible for providing up-to-date, accurate information or updates to the website coordinator
- To assist the Examinations Officer in the conducting of Public Examinations and work with the DHT on conducting Year 12/13 mock exams throughout the year
- To construct the design of the sixth form curriculum, in partnership with the SLT
- To lead with the Assistant Head of Year, an effective and inspiring programme of Sixth Form assemblies
- To ensure post-16 students receive an appropriate PSHE and SRE programme
- To ensure the highest standards of supportive supervision at break/lunchtimes in the Sixth Form Centre

This job description is not exhaustive and the postholder will be expected to undertake any other duties as reasonably requested by SLT.

Person Specification

Professional Qualifications and Experience	Essential	Desirable
Qualified Teacher Status	✓	
A good first degree, or a post-graduate teacher training qualification	✓	
Experience of leading a department and/or whole-school initiative	✓	
Experience of leadership/shared leadership in a sixth form facility	✓	
Professional leadership qualification or be studying towards a qualification		✓
Skills, Abilities and Knowledge		
Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents	✓	
The ability to deal effectively with difficult conversations and conflict at every level	✓	
A clear understanding of what makes excellence in teaching	✓	
Evidence of successfully implementing, managing and evaluating change in a collaborative and sensitive way		✓
Ability to provide high-quality pastoral care for Post-16 students	✓	
Successful experience of teaching Post-16 students	✓	
Strong understanding of how to maintain and raise standards in achievement, attendance and punctuality by Post-16 students	✓	
Evidence of understanding of how to use data to monitor, evaluate and raise student achievement	✓	
Strong understanding of how to increase student recruitment to sixth form provision	✓	
Commitment to whole school implementation of measures to ensure safeguarding of children and young adults	✓	
Effective interpersonal, time management organisational skills	✓	
Values and Qualities		
A commitment to ensuring inclusion, diversity and access to education for all	✓	
Inspires confidence and trust	✓	
Is approachable, shows integrity and care for others	✓	
Leadership style that empowers others and creates leadership opportunities	✓	
Creative thinking in response to overcoming problems	✓	
Ability to stay positive and meet deadlines even when working under pressure	✓	
Commitment, enthusiasm and flexibility in their approach and the ability to work well as part of a team according to the needs of the school	✓	
A commitment to personal development and training	✓	

Further Information

Bellerive FCJ Catholic College was opened in 1844 by the Faithful Companions of Jesus, founded by Marie Madeleine; it is part of a wider community of FCJ Schools in England and Jersey who share a Vision Statement and Six Values: Companionship, Dignity, Excellence, Gentleness, Hope, Justice. Pupils are encouraged and supported to live these values in their daily encounters and by being involved in social justice projects.

Bellerive FCJ is a vibrant learning community where pupils and staff learn and thrive together. The ethos of personal and academic excellence prepares our pupils to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. Our pupils are provided with a challenging, broad and balanced curriculum, which recognises the importance of creativity and the arts.

Bellerive's academic results reflect our tradition of achievement, the pupils' high levels of ambition, parental support, as well as the challenging teaching and dedication of our staff. The vast majority of our pupils are accepted at their first choice university including Oxbridge, reading a wide variety of subjects.