



# DARRICK WOOD SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** Head of Sixth Form

**GRADE:** TLR 1a

### MAIN PURPOSE OF THE ROLE

The Head of Sixth Form has overall responsibility for the welfare of all Sixth Form students and leads the Sixth Form pastoral and administrator teams. This role is suited to candidates who wish to help with the delivery of Darrick Wood School's vision for further development of a world class Sixth Form.

### RESPONSIBILITIES AND DUTIES

The role of Head of Sixth Form includes the following responsibilities and duties:

1. Overseeing and organising the recruitment of Year 11 students into the Sixth Form.
2. Overseeing the enrolment of new Year 12 cohorts.
3. Organisation of the Sixth Form Open Evening.
4. Production of termly Sixth Form written reports for the School Governors.
5. Proofreading of all literature sent to Parents.
6. UCAS reference writing and checking of all UCAS applications.
7. Organisation of Review/Progress weeks.
8. Management of the Sixth Form budget.
9. Completion and delegation of tasks relating to all Sixth Form events.
10. Composing and evaluating the Sixth Form Development Plan.
11. Disseminating information to staff regarding the production of Sixth Form school reports.
12. Taking a lead role in the quality checking of school reports and data reports.
13. Meeting with Year 12 and Year 13 Achievement Coordinators on a weekly basis.
14. Overseeing the work of the Sixth Form Achievement Coordinators.
15. Overseeing the work of the Sixth Form Administration team.
16. Conducting parental meetings for any upscaled incidents or issues.
17. Chairing attendance panels.
18. Making decisions on student curriculum queries.

19. Liaising with the Heads of Department to review the quality of learning experienced by the Sixth Form cohort.
20. Overseeing Year Team meetings.
21. Overseeing the Creativity Action and Service programme.
22. Delegating the organisation of various Sixth Form rotas.
23. Liaising with the Sixth Form Administration team to ensure displays are purposeful and up to date.
24. Liaising with the Sixth Form team and SLT in order to produce the Sixth Form calendar and dates for key events.
25. Working with the ACs to ensure an appropriate selection of assemblies are planned and delivered.
26. Ensuring the Year 13 Leaver's Questionnaire is carried out and analysed.
27. Working with the Head Teacher and Deputy Head Teacher to ensure suitable curriculum provision.
28. Delivering a speech at Open Evening.
29. Making data collection decisions and analysing data after each collection. Analysis must be compiled into written reports and presented to various audiences.
30. Ensuring achievement is raised across the Sixth Form through Raising Standards discussions with all Heads of Department.
31. Overseeing all Sixth Form intervention including the Aiming High and Stepping Forward programmes.
32. Liaising with the Oxbridge and Aiming High Interventions Coordinator to help to deliver high quality provision.
33. Completing all Oxbridge, Medicine, Veterinary and Dentistry UCAS applications.
34. Keeping up to date with the IDSR and Government performance tables.
35. Attending at all PiXL6 conference.
36. Hosting meetings with our PiXL Associate.
37. Ensuring the smooth running of the Sixth Form on a daily basis.