



## **Head of Sixth Form at The Leys (January 2024 or as soon as possible thereafter)**

### **Job Description**

The role of Head of Sixth Form provides an exciting opportunity for an individual to be responsible for ensuring that Sixth Form pupils thrive, whether they have been here since Year 7 or join the school in the Lower Sixth. The job encompasses a range of responsibilities, but the key focus will be on the pupils' academic progress and helping them realise their aspirations after they leave school and supporting pupils on this journey. It is recognised that within a Boarding School, much of the pastoral care for individual pupils will remain the responsibility of the Housemaster/Housemistress (HsM) and tutors but the post holder will, of course, work closely with pastoral colleagues to ensure the best outcomes for pupils.

The Head of Sixth Form will be line-managed by the Director of Studies. Applications are welcomed from teachers looking for a varied leadership role and who are able to teach any academic discipline in the school's curriculum (the teaching role would be equivalent to approximately 45% of a normal full time teacher's teaching timetable per week).

### **There are 4 main areas of responsibility:**

#### **Pupils' Academic Progress**

The Head of Sixth Form will oversee the academic progress of pupils in the Sixth Form, thereby ensuring that academic attainment at A-level is commensurate with baseline academic data. In monitoring, tracking and supporting academic progress, the Head of Sixth Form will liaise with Heads of Department, Housemasters and Housemistresses (HsMs), Sixth Form Tutors, the Heads of SEN and International Support where appropriate, to verify that appropriate interventions are followed. Meetings with Sixth Form tutors as a group should be held at least each half of term and the Head of Sixth Form will ensure that pupils are supported effectively as they contemplate Higher Education options. The successful candidate will meet with parents, pupils and teachers where needed as part of that process of ensuring pupils are on an academic trajectory in line with their potential.

The post holder will be expected to be familiar with the EPQ, recognising the benefits of this qualification and the independent learning which it encourages. The Head of Sixth Form will also work with the Head of Academic Scholarship and the Head of Oxbridge to maximise pupils' chances of achieving offers from Oxford/Cambridge and other prestigious Universities.

The post holder will meet (at least) weekly with the Director of Studies or more frequently as needed at busy times of the year, such as at the time of UCAS deadlines.

#### **Head of Higher Education/University Applications**

Working with tutors and HsMs in particular, the Head of Sixth Form will support pupils to apply for appropriate university courses in keeping with their aspirations and ability. Drawing up a clear timetable for the UCAS process, supporting tutors/HsMs and pupils in the writing of references and personal statements will be an important part of this aspect of the job. Careful and thorough scrutiny of all UCAS applications and effective administration of this process will be crucial, as will managing

expectations of parents (with support from the Director of Studies). Arranging appropriate speakers and Admissions tutors from universities will provide an opportunity for the Head of Sixth Form to help pupils understand how they can maximise their chances of success. Given recent changes to the UCAS process, notably the writing of references, the successful applicant will need to ensure that they undertake appropriate training to keep up to date with changes to UCAS and be aware of the Higher Education 'landscape' with regards changes to university courses, entry requirements so pupils can gain the best possible advice. Pupils will ask the Head of Sixth Form for permission to miss school for relevant course Open Days. The post-holder will also ensure they are familiar with the various university admissions tests, such as UCAT, BMAT and GAMSAT. There will also be scope to look at other potential opportunities for pupils who choose not to attend university e.g. apprenticeships and oversee the small number of applicants who apply for courses at international universities each year.

## **Careers**

The Head of Sixth Form will arrange opportunities for pupils to ensure that pupils are provided with suitable careers advice and opportunities to hear from professionals in their respective fields. The school already runs a number of workshops after the working day to give pupils an introduction to a range of careers e.g. in law, accountancy and medicine. Visitors also come to the school to give talks at lunchtimes, this has included talks about careers as well as university Admissions Officers. The Head of Sixth Form will also review the current opportunities we offer pupils for work experience.

The school currently uses Morrisby to help pupils consider their future. In keeping with the regulatory requirements of ISI, 'good careers education should enable pupils to 'know themselves' and how their strengths, weaknesses and interests relate to the world of work; learn about different careers and opportunities; obtain individual guidance; have some work experience and gain information, education and occupations beyond school'. Written policies and programmes will need to be available to inspectors for all pupils, as well as those at 16+.

## **PSHE**

The Head of Sixth Form will work with the Head of PSHE to ensure that there is a coordinated approach for the Sixth Form PSHE programme which supports the pupils' progress and development as effectively as possible throughout these important two years. The post holder will be responsible for this each week, coordinating (with the Head of PSHE) the booking of external speakers who will provide a relevant and suitable programme for pupils. There may be other year groups who would benefit from Careers advice as indicated above.

## **Other information**

The post holder would need to undertake appropriate training for UCAS and Careers and other related areas associated with the role. The postholder would be responsible for the Lower Sixth Form induction programme as well as the 'Headstart' programme which we run for pupils as an introduction to the Sixth Form (when GCSE examinations have finished). The post holder will be responsible for communicating with parents throughout the year, both in writing and in person - giving presentations as appropriate for marketing events. The post holder would need to be available for A Level results day in order to provide the best possible advice for pupils about taking up university offers or entering the clearing process as appropriate.

The Head of Sixth Form will be supported by a part time Careers Adviser who will support the Head of Sixth Form in their role and also provide administrative help.

The Leys is located right in the heart of the city of Cambridge which provides a stimulating academic environment for pupils and staff and there are many enrichment opportunities available for Sixth Formers.

## **The Head of Sixth Form has the following responsibilities and reports to the Director of Studies:**

### **Academic**

- Work closely with the Director of Studies to set out ambitious targets for Sixth Formers at the school and ensure the best possible academic provision for pupils
- To monitor and track the academic performance of pupils in the Lower and Upper Sixth in relation to their baseline Alis data and provide updates to the Director of Studies (and liaise with Heads of Department and HsMs as appropriate)
- Advise on the best academic strategies for pupils who underperform and ensure that there is timely communication to parents/guardians through appropriate channels in discussion with the Director of Studies
- Work with the Head of Academic Scholarship, Head of Oxbridge and Heads of Departments to ensure the pupils are able to achieve their potential and have opportunities, both in and outside the classroom, to enrich their academic experience
- The post holder will be in charge of Sixth Form tutoring, arranging meetings at least once each half of term with Sixth Form tutors to ensure there is a forum for discussion about any concerns and to provide support in the UCAS process and writing high quality references
- To attend all Heads of Department meetings and be a member of the Academic Strategy Group
- Attendance at Parents' evenings relevant to teaching sets as well as Year 11 and Lower and Upper Sixth meetings as Head of Sixth Form
- Organisation of Alis testing at the start of the academic year for all Lower Sixth pupils

### **Head of higher education/UCAS**

- To coordinate UCAS and all other university/Higher Education entry including careful checking the accuracy of the online submissions by pupils/staff references/personal statements before they are released to UCAS
- Keep up to date with UCAS changes and ensure the school is aware of these (this may involve attendance on relevant courses and delivering training to colleagues)
- To coordinate admissions tests for university applications
- Oversee pupils' attendance at universities in terms of granting time off school
- Being available to give advice to pupils about university destinations/courses in conjunction with visiting speakers who visit the school
- To advise Sixth Form tutors about the UCAS process and support them with the writing of references and giving appropriate guidance in tutorials about the writing of pupils' personal statements
- To speak as appropriate at events about the experience we offer Sixth Form pupils at The Leys (e.g. Sixth Form Open Evening or before the Year 11 Parents' Evening)
- Advise the Head/other SMT colleagues with updates about pupil progress when offers are received and produce statistics in August/September about Leavers' destinations (a redacted versions of which will also be published on the school website)
- To work with the Development Office to advise of Leavers' destinations and courses
- Provide an annual review/paper for Governors based on Leavers' destinations and keep them updated on changes in the sector
- Ensure parents/guardians are aware of the timeline and deadlines of the UCAS process

### **Careers**

- Ensure that an appropriate programme of speakers is in place for pupils in relation to relevant areas for Sixth Form pupils and introduce them to potential career opportunities
- Arrange Morrisby (or equivalent) tests for pupils to assess their skills and preferences and relate this to their future career aspirations

- Arrange an annual Careers Event to give pupils the best possible advice on potential careers or gap years
- To keep up to date with the changing landscape of available careers so that advice to pupils is both current and relevant

## **PSHE**

- To work with the Head of PSHE to ensure that there is time available through the PSHE programme to ensure pupils are given support in the UCAS process and arrange lectures as appropriate e.g. in managing University finances/organising student loans

## **Teaching Responsibilities**

- To teach pupils within the school
- To create a well-ordered teaching environment in which pupils can thrive and explore their academic potential
- To have a clear knowledge of the individuals in their class and differentiate accordingly
- This should mean both their individual learning needs as well as their individual personality
- To plan lessons clearly and within the departmental scheme of work
- To mark work regularly and promptly, in line with departmental and school marking policies and review, monitor, and keep clear and full records of pupils' progress
- To insist upon high levels of behaviour and respect for others in the classroom

## **General Responsibilities**

- To contribute to the pastoral care of the pupils, including weekly duties in houses.
- To contribute to the wider curriculum programme
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under relevant and most up to date statutory Health and Safety legislation
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner
- To uphold the provisions of data protection legislation, the School's Data Protection Policy and other related policies
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To carry out other associated duties as are reasonably assigned by the Head.

## Person Specification

Criteria	Essential	Desirable
Qualifications Knowledge Experience	Good honours degree in any relevant academic discipline Relevant teaching experience Ability to teach to A level/Oxbridge	PGCE, QTS or equivalent teaching qualification Master's degree/evidence of appropriate management course Experience of using online platforms such as Google Suite for Education An understanding of and ability to articulate strategic vision
Skills Abilities	Excellent teaching and management skills Strong communication and inter-personal skills with both staff and pupils Good working knowledge of IT/Microsoft 365 and data analysis skills Ability to motivate and manage pupils/staff Ability to deal positively and constructively with pupils and colleagues at all levels	Experience in line managing staff Ability to coach a sport A track record of improving pupil attainment as a teacher or Head of Department
Personal Qualities	Capacity to be efficient and organised, flexible and adaptable A strong work ethic Ability to prioritise effectively The ability to work in a busy environment and meet deadlines	A collaborative team player
Personal Commitment	Candidates should be willing and able to commit themselves actively to support the ethos of The Leys which is a boarding school (with lessons on Saturdays and a full programme of fixtures in the afternoon)	

These attributes will be identified from your application form, references and interviews.