

The Royal Alexandra and Albert School



Post: Director of Sixth Form

Responsible to: Line Managed by Deputy Head, Academic

Start Date: September 2021 (Easter start date would be considered)

The Role

The Director of Sixth Form is a pivotal whole-school role. They ensure that the Sixth Form is a beacon of excellence, attractive to pupils already in the school, and from outside. The Director of Sixth Form plays a key role in ensuring the effective and efficient management of the school. Working with the Deputy Head (Academic), Director of Teaching and Learning, Heads of Department and the Sixth Form Team, they are responsible for the quality of the Sixth Form education in its broadest sense and for creating and sustaining a distinctive Sixth Form ethos, which is attractive to pupils and that prepares them well for their next stage.

Salary/Grade

UPS / MPR + TLR1

The Director of Sixth Form post is a full-time role, having a timetable load of 15 periods per week. Full-time teachers with no positions of responsibility teach 29 periods per week. The role is supported by a Deputy Head of Sixth Form and Head of Year, each with responsibility for either year 12 or year 13.

Key Responsibilities

- To shape a vision, ethos and direction for the Sixth Form, setting out very high expectations and with clear focus
- To inspire, motivate and influence staff and pupils, working with the Deputy Head (Academic) and Director of Teaching of Learning in ensuring the highest standards of teaching and learning in the Sixth Form and supporting the professional development of colleagues
- To work with relevant members of the Senior Leadership Team on the development and implementation of Sixth Form rules and policies
- To oversee and work with the Senior Assistant Head and the Sixth Form team on Sixth Form attendance
- To have strategic oversight of the development and implementation of the UCAS system in the school
- To have strategic oversight of the implementation of Higher Education Programme which supports all routes beyond the Sixth Form and provides students with independent advice and guidance (IAG) for their next steps, working with the school's independent careers advisor

- To oversee the implementation of the broader pastoral programme which meets the needs of students, ensuring skills including: lifelong learning, improving own learning, active citizenship, working with others, developing communication and health and emotional well-being
- To have strategic oversight of the development and implementation of the lecture programme, assemblies and tutor programme which is to encompass PSHCE at Sixth Form
- To oversee wellbeing and safeguarding of Sixth Form students following the School's procedures of reporting. To represent Key Stage 5 on the School's Health and Welfare team
- To oversee the 16-19 bursary
- To oversee and supervise the Senior Prefect selection procedure and to take responsibility for the running the Senior Prefect Team
- To manage the Sixth Form Admissions procedure, working with interview teams to interview both internal and external candidates, liaising where necessary with the Director of Admissions and Marketing and the Admissions Officer
- The Director of Sixth form needs to be available from the publication of GCSE results and A Level results
- To lead the Sixth Form team in the induction of incoming Year 12 students and the transition from Key Stage 4 to Key Stage 5, this includes being available for any necessary enrolment days
- Work with the Sixth Form team to organise relevant end of year events

Leadership

- Guide, advise, develop and oversee the work of the Deputy Heads of Sixth Form, ensuring effective management of the sixth form tutorial team
- To effectively liaise with the Director or Boarding and the Heads of House to support the academic and pastoral progress of the Sixth Form boarders
- To manage the sixth form administrator
- To work with the Sixth Form team, the Key Stage 4 team, the Head of Careers and Director of Admissions and Marketing on recruitment of students into Sixth Form

- To work with the Deputy Head Co-curriculum and the Sixth Form leadership team in the continuing development and implementation of the Global Leaders Award (GLA) and Sixth Form participation in the School's co-curriculum activities
- To devise and implement Action Plans and report to the Senior Leadership Team and/or Governors as appropriate
- Work with the Deputy Head Pastoral and Boarding and support the Sixth Form leadership team to maintain sound discipline with the School's agreed procedures
- To have strategic oversight of the implementation the School's agreed behaviour policies including, but not limited to uniform and appearance, punctuality and attendance
- To attend promotional opportunities to advertise the Sixth Form and work with the Director of Admissions and Marketing and their team to look for new opportunities to maintain and encourage high calibre students to the School
- To attend events which represent and demonstrate the ethos and vision of the Sixth Form and the School

Monitoring Academic Progress

- Monitor and analyse the academic progress of pupils and act on evidence of under-achievement relative to ability, and in general raise lead the Sixth Form team to raise the standards of student attainment in KS5
- Support and encourage initiatives to stretch the more able students
- Liaise with the Enhanced Learning Team to ensure support is provided for any sixth formers who encounter learning difficulties or need exams concessions
- Work with the Lead for Disadvantage students to ensure support is provided for sixth form students identified as disadvantaged
- Liaise with subject departments about curriculum issues and support them where necessary in the raising of standards at Key Stage 5 to ensure progress and attainment
- Work with the Sixth Form leadership team Deputy Head (Academic) in the development and implementation of academic interventions

Other

- Actively contribute to the co-curricular life of the School
- Undertake professional development as agreed with school leaders

- Perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate
- Contribute to the overall ethos and aims of the school
- Commitment to the principles of the Foundation of the School

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good Honours Degree in a relevant subject • Recognised Teaching Qualification 	<ul style="list-style-type: none"> • Additional qualifications/ training
Experience	<ul style="list-style-type: none"> • Excellent classroom practitioner with understanding of high-quality teaching and learning • Experience of successful teaching of A Level • Experience as a form tutor or in a pastoral role • Experience of raising attainment 	<ul style="list-style-type: none"> • Experience of leading and developing a team • Experience in more than one school
Leadership and management	<ul style="list-style-type: none"> • Effective team worker and leader • High expectations for accountability and consistency • High expectations of self and others • Ability to create and lead development within pastoral provision • Ability to manage change • Ability to enable others to achieve success • Ability to use data to secure whole-school improvement 	<ul style="list-style-type: none"> • Knowledge of Sixth Form accountability measures including L3VA and Alps • Experience of controlling and managing a budget
Teaching and Learning	<ul style="list-style-type: none"> • Excellent classroom practitioner 	

	<ul style="list-style-type: none"> • Commitment to regular and on-going professional development 	
Personal	<ul style="list-style-type: none"> • Ability to inspire and lead others • Good communication, planning and organisational skills • Hardworking • Enthusiastic • Resilient • A strong team player • Good sense of humour 	

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.