



## Deputy Head of Sixth Form (TLR 2a)

### Purpose:

- ✓ To support the Head of Sixth Form to strategically lead the direction and development of our Sixth Form in accordance with the aims and objectives of the school
- ✓ To deputise for the Head of Sixth Form where necessary

### Leadership:

- ✓ To support the Head of Sixth Form to lead the Sixth Form, overseeing programmes of study; careers guidance; PSHE (including the tutor programme and assemblies); conduct, attitudes, wellbeing and attendance
- ✓ To work with the Head of Sixth Form to establish and maintain effective working relationships with students, parents, staff and the wider community; supporting the tutor team and attending extra-curricular events as required

### Quality of Education:

- ✓ To support the Head of Sixth Form to develop procedures for evaluating the impact of the curriculum (quality of work, student voice) post-16, including monitoring student progress and intervening where necessary
- ✓ To manage the academic mentoring programme and oversee the progress of key students

### Behaviour and Attitudes:

- ✓ To support the Head of Sixth Form to actively contribute to the creation of a positive learning environment and a culture of respect across the school, developing Sixth Form students as role models
- ✓ To support the Head of Sixth Form in harnessing student voice to ensure attitudes to education are positive post-16

### Personal Development:

- ✓ To support the Head of Sixth Form to lead the Personal Development programme for Sixth Form students, including spiritual, moral, social and cultural development; the development of independent learning skills, enrichment activities and careers advice
- ✓ To support the Head of Sixth Form to develop strategies that ensure high levels of punctuality and attendance for Sixth Form students
- ✓ To support the Head of Sixth Form to promote an inclusive environment and equality of opportunity in the Sixth Form

### Other:

- ✓ To support our rigorous safeguarding culture
- ✓ To undertake an appropriate programme of teaching
- ✓ To be prepared to deliver PSHE where necessary
- ✓ To undertake any other duty as specified by the Standard Teachers' Pay and Conditions Document, not mentioned above

(March 2021).