



Hartismere School

Deputy Head of Sixth Form

Required Sept 2024 or earlier if possible

Salary – TLR 2C (currently £7,847)

Responsible to: Director of Sixth Form

Specific responsibilities:

- To liaise closely with and work under the direction of the Director of Sixth Form
- To ensure high standards of student behaviour across the sixth form
- To lead in promoting the highest levels of student achievement across the sixth form
- To liaise effectively with parents and families, communicating positively and effectively on behalf of the school
- To liaise effectively with Heads of Department and other colleagues for the welfare of the students
- To work under the direction of the DSL and/or Director of Sixth Form where child protection or safeguarding issues arise
- To lead in the planning and delivery of the assembly programme for the sixth form
- To lead in the organisation and delivery of the UCAS programme
- To liaise closely with the careers mentor in the sixth form, ensuring that students not going to university receive high quality advice and guidance
- To lead and organise parent events e.g. higher education, student finance and consultation evenings for the sixth form
- To attend post-16 pathways evenings to promote and develop recruitment to the sixth form, including the sixth form open evening
- To lead in quality assuring the personal development programme for the sixth form
- To organise and implement the rotation programme for students in year 12
- To support meetings of the pastoral team for the sixth form
- To lead in quality assuring the work of tutors

- To lead in arranging and organising the support programme, interventions and prep sessions, including the necessary parental communications for these
- To liaise closely with the academic mentor for the sixth form, directing their work
- To ensure effective communication with colleagues regarding the individual needs of students
- To liaise effectively with outside agencies where appropriate
- To follow up parental concerns re homework issues and academic progress
- To monitor attendance in the sixth form and to lead initiatives and efforts to improve Attendance
- To support and disseminate assessment processes and information with the support of the Assistant Headteacher (assessment)
- To oversee, quality assure and coordinate the production of reports and profiles for each student
- To ensure the continued development of the sixth form committee
- To lead the sixth form's work in supporting chosen and designated charities
- To undertake any other relevant tasks or responsibilities that may reasonably be assigned by the Headteachers