



# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## JOB DESCRIPTION - Assistant Director of Sixth Form

### Salary Scale & TLR Allowance:

MPS 1 (£32,916) – UPS 3 (£51,048) and TLR 2C £8,279 with a time allowance of 10 teaching periods a fortnight

### Responsible to:

Assistant Head -Director of Sixth Form

### Main Purpose:

- To work within the Sixth Form Team to monitor standards of academic progress and develop effective intervention strategies for students for students who are not meeting their potential.
- To oversee the transition process of students (both internal and external) to our Sixth Form.
- To play an integral role in developing and promoting the Sixth Form ethos and vision.

### Principal Accountabilities:

- To monitor standards of academic progress and develop effective intervention strategies for students who are not meeting their academic potential, including ex-PP, SEND, 16-19 Bursary and 'New Edwardians'
- Meet with individual students and their parents as necessary during intervention work and liaise with teaching staff to ensure all parties are aware of and involved in the intervention work.
- Report to the SLT and Governors regarding progress with intervention strategies.
- To line manage the Learning Mentor and oversee the work of the Sixth Form Study Supervisor as it relates to intervention projects.
- Have operational control of collaborative subjects, liaising with colleagues here and at HGS/KEA to ensure transport, calendars, assessments and reports operate smoothly and in a timely manner.
- Facilitate time for collaboration teachers to meet and discuss students and the curriculum.
- To plan and oversee Sixth Form transition for all students (both internal and external) ensuring that every student enters post-16 study feeling confident, well-informed, academically prepared, and supported.
- Contribute to retention activities with Years 10 and 11, including a sixth form taster morning for Year 10 students.
- Contribute to the planning of form time activities with a specific focus on A-Level revision strategies.
- To contribute to the internal UCAS processes at KEVIHS.
- Complete student references/verifications for specified work experience and university access schemes.

	<ul style="list-style-type: none"> <li>• Assist, as appropriate, with our programme of classes preparing students for admissions tests.</li> <li>• To be at school for Wednesday, Thursday and Friday of both GCSE and A-level results week to prepare for the distribution of GCSE and A level examination results and provide support for students.</li> </ul>
<b>Generic Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with the line manager.</li> <li>• To be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.</li> <li>• To contribute to the school ethos, aims and development/improvement plan.</li> <li>• To work as part of a team, appreciating and supporting the role of other people within the team.</li> <li>• To be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• To recognise and respond effectively to equality issues as they arise in the Sixth Form/classroom and challenge stereotyped views, bullying, and harassment in accordance with school policy and procedures.</li> <li>• To regularly acknowledge and praise the students for displaying excellent character.</li> <li>• Hold students to a high standard in terms of their conduct and general behaviour around the school, maintaining good order and discipline.</li> <li>• To attend and participate in meetings as required.</li> </ul>

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: ..... Date:.....

Signed Employer: ..... Date: .....