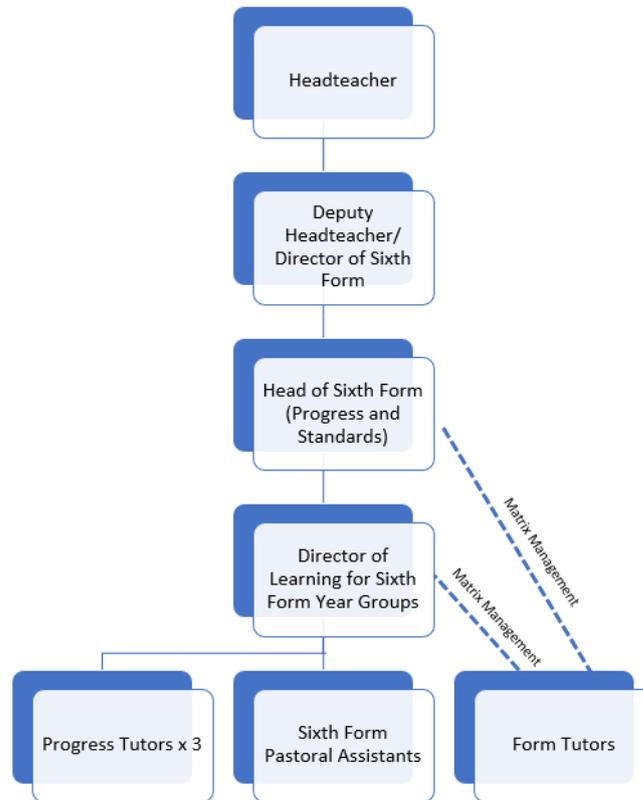




Sixth Form Structure



Director of Sixth Form

Responsibilities:

- Ethos, strategy, quality and growth of the Sixth Form.
- Marketing and strategic recruitment.
- Curriculum design post-16.
- Pupil enrichment and outcomes at Key Stage 5.
- Integration of Sixth Form with the purposes and ethos of the school and the Cranmer Education Trust.
- Philosophy and direction of student contribution to the whole-school community.
- Student leadership in Sixth Form, and Senior Student appointments for the school (with Headteacher).
- Teaching and learning across the school, and particularly post-16.
- Teaching staff CPD and appraisal.

Reporting To: Headteacher



Head of Sixth Form (Progress and Standards)

Purpose of Post:

- To be responsible for the day-to-day running of the Sixth Form, its ethos and tone, working with the Director of Sixth Form, and Sixth Form Director of Learning, to ensure high standards across the board.
- To be responsible for monitoring, tracking and supporting the achievement of Key Stage 5 pupils, and their academic standards throughout their A-Level course, from recruitment to their terminal examinations.
- To be responsible for monitoring attendance and punctuality across the Sixth Form, and for ensuring robust and efficient monitoring and tracking systems are in place.
- To strategically coordinate the work of the Progress Leads, Sixth Form Pastoral Assistants and Form Tutors, to ensure high quality pastoral care and academic support is provided to all pupils.
- To have oversight of 1-year group, providing a point of reference for students and parents for issues that go beyond the form tutor, and to take responsibility for the year group at Year Group Review, Parents' Evenings and parental contact. (The specific roles and responsibilities will depend upon which year group the successful candidate assumes responsibility for. This will be discussed at interview).
- To line manage the Director of Learning for the other Sixth Form year group and ensure that high expectations and consistent approaches are achieved across both year groups, through the development of clear, logical and robust systems.
- To be the Safeguarding Lead for the Sixth Form.
- To support the school Chaplain to develop a reflection programme for Sixth Form that reflects that of the main school and is appropriately resourced and differentiated. To work with the Director of Learning and form tutors to ensure that this is delivered well.
- To coordinate the use of Sixth Form students to support pupils in Years 7 – 11 with their engagement in wider activities and opportunities.
- To support the Director of Sixth Form with the strategic vision for the Futures Pathway, and to have an input into its operational leadership.

Reporting to: Deputy Headteacher/Director of Sixth Form

Director of Learning - Sixth Form

Purpose of Post:

- To have oversight of one year group, providing a point of reference for students and parents for issues that go beyond the form tutor, and to take responsibility for the year group at Year Group Review, Parents' Evenings and parental contact. (The specific roles and responsibilities will depend upon which year group the Director of Learning assumes responsibility for, as the pastoral needs and demands at Year 12 and Year 13 are very different).
- To ensure that the systems and processes for tracking, monitoring and supporting the achievement of pupils developed by the Head of Sixth Form (Progress and Standards) are consistently applied across the year group.



- To ensure that the systems for monitoring attendance and punctuality developed by the Head of Sixth Form (Progress and Standards) are consistently applied across the year group.
- With the Head of Sixth Form (Progress and Standards), to ensure that all form tutors uphold the ethos of the Sixth Form and consistently carry out their daily duties.
- To work with the Head of Sixth Form (Progress and Standards) and Sixth Form Pastoral Assistants to ensure that all pupils within the year group receive high-quality pastoral and academic support.

