



# Head of Sixth Form Job Description & Person Specification

**EMMAUS**  
CATHOLIC MAC  
Our journey with Christ

### Job Description for Head of Sixth Form

**Grade:** Emmaus Catholic MAC Teacher Pay Scales  
MPS – UPR + TLR 1b

**Line Manager:** Principal

**Duty Hours:** Full Time, Permanent

**Job purpose:**

To act in accordance with the Teachers Standards, the Policies and Practices of Emmaus Catholic Multi Academy Company and the Directives of the Archdiocese of Birmingham to collaboratively fulfil the vision and mission of “Forming Christ centred pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.”

The Head of Sixth Form provides strategic and operational leadership for the Sixth Form, ensuring high standards of academic achievement, pastoral care, attendance, behaviour and personal development. As a member of the Extended Leadership Team, the postholder will promote the Catholic ethos of the school, lead the day-to-day running of the Sixth Form and contribute to whole-school improvement. The postholder will line manage relevant staff, oversee the Sixth Form Centre, support effective teaching and learning, lead recruitment and retention, and ensure that students are well prepared for their next steps, including higher education, employment and training.

#### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

**Key responsibilities of the post include:**

Under the direction of the Principal and Senior Leadership Team the Head of Sixth Form is:

The Head of Sixth Form is responsible for the day-to-day leadership and management of the Sixth Form, including academic progress, pastoral care, recruitment, and the effective operation of the Sixth Form Centre.

As a member of the Extended Leadership Team, the post holder will contribute to the strategic leadership of the school, promoting high standards, achievement, and the Catholic ethos.

**General responsibilities:**

- Lead the day-to-day running of the Sixth Form and ensure a calm, purposeful and aspirational culture.
- Secure strong academic progress and outcomes for all Sixth Form students through effective monitoring, intervention and support.
- Lead and coordinate high-quality pastoral care, safeguarding, attendance, behaviour and student wellbeing across the Sixth Form.
- Promote and develop the Sixth Form to support the retention of internal students and the recruitment of external applicants.
- Lead the UCAS and post-18 progression process, ensuring students receive high-quality advice and guidance.
- Line manage identified staff, specifically the Assistant Head of Sixth Form, Sixth Form Administrator and Social Sciences Department, and contribute to the leadership and management of the school as a member of the Extended Leadership Team.
- Promote and model the Catholic ethos of the school and support the Catholic life of the Sixth Form, including collective worship and key events where appropriate.

- To oversee the writing of Sixth Form reports, provision of subject information to parents, parents' meetings and response to parents' enquiries, ensuring that high standards are maintained.
- To maintain effective discipline through implementation of the school's agreed procedures; to maintain good order and discipline among the students and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

### **Key Responsibilities**

- Oversee the academic progress, attendance, conduct and personal development of Sixth Form students, ensuring timely intervention where needed.
- Lead self-evaluation and improvement planning for the Sixth Form, using performance and benchmarking data to secure high standards.
- Manage communication with students, parents/carers, staff, Governors and external agencies in relation to Sixth Form matters.
- Oversee reports, parents' evenings, subject information and responses to enquiries, ensuring professionalism and consistency.
- Ensure the Sixth Form Centre is well organised, well supervised and supports effective study and enrichment.
- Work with external partners and agencies to support student needs and widen opportunities for progression and enrichment.
- Manage effective transition from Year 11 into Sixth Form and beyond.
- Be present for key results days and other significant Sixth Form events as required.
- Use data, performance indicators and benchmarks to evaluate outcomes and drive continuous improvement.
- Lead on Sixth Form improvement planning, ensuring alignment with whole-school priorities.
- Keep up to date with educational developments and post-16 best practice.
- Build and sustain a collaborative, high-performing team culture focused on student success.
- Represent the Sixth Form in internal and external forums, promoting its strengths and securing ongoing development.

### **Teaching contribution (See Class Teacher JD & PS) and in addition:**

- Promote high standards of teaching and learning across the Sixth Form.
- Assess, monitor and respond to student progress effectively, using data to inform teaching and support.
- Support high expectations for behaviour, attendance, presentation and engagement in learning.
- Promote inclusive practice so that the needs of all learners are met, including those with SEND, EAL and other specific needs.
- Share effective practice, contribute to curriculum development where appropriate, and support innovation in teaching and learning.

### **Pastoral Care and Student Development**

- Lead and develop opportunities that enrich students' wider personal development, leadership and sense of belonging.
- Coordinate Post 16 days, enrichment activities and other special events that enhance the Sixth Form experience.
- Support students' readiness for adult life through strong guidance on careers, university, apprenticeships and employability.
- Work collaboratively with parents, carers and external agencies to support student needs.
- Foster a positive, inclusive and respectful Sixth Form culture.

### **Professional expectations and duties**

- Comply with school and MAC policies, including those relating to safeguarding, child protection, health and safety, behaviour, curriculum and assessment.
- Maintain confidentiality and act with professionalism, integrity and due regard for the Catholic character and mission of the school and MAC.
- Engage fully in performance management, staff training, briefings and professional development.
- Contribute positively to whole-school leadership, collaboration and continuous improvement.
- Act as a role model with professionalism, integrity and ethical leadership.
- Uphold and reinforce the vision and identity of the MAC and school in all aspects of Sixth Form life.
- Support whole-school priorities and initiatives.
- Demonstrate flexibility in undertaking duties in line with school needs.
- Maintain accurate records and documentation as required.
- Undertake any reasonable duties consistent with the level and responsibilities of the post.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

### Head of Sixth Form – Person Specification

	Essential	Desirable	App	Int
<b>Education and Training</b>				
DfE recognised Qualified Teacher Status	x		x	
Degree or equivalent qualification.	x		x	
Evidence of Professional Development relevant to the role.	x		x	
Additional professional and/or academic qualifications. E.g Masters, NPQ, CCRS.		x	x	
<b>Knowledge and Experience</b>				
Secure and current subject knowledge in a specialised subject.	x		x	
Significant experience of teaching at GCSE and A Level	x		x	
Experience of leading within a post-16 / Sixth Form setting.		x	x	x
Strong knowledge of post-16 qualifications, curriculum pathways, assessment requirements and accountability measures.	x		x	x
Experience of using student attainment, progress and destination data to identify trends, plan interventions and improve outcomes.	x		x	x
Secure understanding of progression routes beyond Sixth Form, including UCAS, apprenticeships, employment and careers guidance.	x		x	x
Previous middle leadership experience, ideally gained in a Sixth Form environment.	x		x	
<b>Leadership and Management</b>				
Proven experience of pastoral leadership, including supporting student wellbeing, attendance, behaviour and safeguarding.	x		x	
Experience of line managing staff, providing challenge and support, and holding others to account for high standards.		x		x
Ability to lead strategic improvement planning, monitor impact and drive continuous improvement in Sixth Form provision.	x		x	
Ability to work collaboratively as part of a wider leadership team, contributing to whole-school priorities and development.	x			x
<b>Professional Skills</b>				
Ability to lead and inspire a Sixth Form team, building a culture of high expectations, aspiration, collaboration and personal development.	x			x
Strong organisational and administrative skills, with the ability to manage multiple priorities effectively and meet deadlines.	x			x
Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, parents/carers and external partners.	x			x
Sensitivity and the emotional intelligence to deal with difficult pastoral and staffing issues.	x			x
<b>Personal Qualities and Attributes</b>				
Commitment to the Catholic ethos of the school and willingness to actively promote the Catholic life of the community especially within Sixth Form.	x		x	x
High levels of professional integrity, confidentiality, and personal credibility.	x			x
Resilience and determination, with a strong commitment to securing high standards for all students.	x			x
Genuine passion for education and belief in the potential of every young person.	x		x	x
Commitment to equality, diversity, and inclusion, with sensitivity to the needs of others.	x			x
Reflective practitioner, committed to ongoing professional learning and self-improvement.	x		x	x
Ability to work proactively in a team.		x	x	
Willingness to organise and participate in school trips and events.		x	x	
Willingness to organise and participate in extracurricular activities.		x	x	
<b>Safeguarding</b>				
To comply with the Schools commitment to the protection and safeguarding of children	x			x
To demonstrate understanding of current safeguarding concerns and practices	x			x