



**MERCHANT  
TAYLORS'  
SCHOOLS**

For Boys and Girls  
aged 4 to 18 years

**Merchant Taylors' Girls' School  
Liverpool**

**Appointment of**

**Head of Sixth Form**

**For September 2019**

**Information for Applicants**

**Merchant Taylors' Girls' School  
Liverpool Road  
Crosby  
Liverpool  
L23 5SP**

**Tel: 0151 924 3140**

**[www.merchanttaylors.com](http://www.merchanttaylors.com)**

## **Head of Sixth Form Job Description**

**Responsible to:** Headmistress/Director of Pupil Development and Progress

**Responsible for:** Assistant Head of Sixth Form, Form tutors, UCAS Coordinator

### **Specific Responsibilities**

The specific responsibilities of the Head of Sixth Form include the following. The list is not exhaustive and may change over time as new initiatives evolve. In addition, there will be a teaching load of approximately 22 periods per week. The appointment is not subject specific.

### **Management Responsibilities**

- Responsible to the Headmistress for the implementation of the School Strategic Development Plan and the Sixth Form Development Plan
- To attend weekly AMT meetings and make a significant contribution to the life of the School
- To meet weekly with the Deputy Head (Learning and Innovation) and to meet regularly with the Director of Pupil Development and Progress and to report all safeguarding and child protection concerns to the Designated Safeguarding Lead
- To guide, lead and manage the Sixth Form tutor team
- To work with the Director of Enrichment and Co-Curricular to help oversee the Oxbridge programme
- With the Heads of Careers to overview, evaluate and develop the Careers programme as required (as part of the whole school programme) and the Sixth Form Curriculum

### **Sixth Form – Academic Curriculum**

- To be responsible for the overall pastoral and academic development of all the Sixth Form students;
- To articulate and promote a vision of Sixth Form life which ensures that all students will aim for academic excellence
- To liaise with Deputy Head (Learning and Innovation) and Director of Studies concerning subject choices
- To organise an induction for new Sixth Form students and to integrate current students
- To attend Parent/Tutor information evenings and academic consultation evenings
- With the Deputy Head (Learning and Innovation) and Director of Enrichment and Co-curricular to conduct scholarship interviews
- To monitor academic progress of all Sixth Form students and implement appropriate intervention strategies when needed.

### **Sixth Form - Pastoral and Co-Curriculum**

- To articulate and promote a vision of Sixth Form life which ensures that all students will flourish and become the best versions of themselves
- With the PSHE Co-ordinator to overview, evaluate and develop the PSHE programme as required (as part of the whole school programme)
- To be responsible for discipline, punctuality and standards of dress within the Sixth Form
- To arrange meetings with parents where needed
- To encourage leadership and participation in Sixth Form activities, including charitable enterprises
- To assist with the appointment of all positions of student leadership and to organise their training;
- To coordinate Year Assemblies, including student participation and recognising achievements and relaying student experiences
- To take responsibility for the delivery of Higher Education to the Sixth Form students and to ensure that the Tutors are fully advised of the UCAS and other application processes so that they can inform their tutees

- To guide the Heads of Year in assisting with HE guidance and management of their own Tutor teams and to organise the HE day preparation for the university process
- To inform parents and staff of the HE process and produce guidance literature and twilight sessions to facilitate this
- To assist with the punctuality and attendance of students at public examination sessions and to help the Examinations Officers where required
- To set up a Sixth Form programme of interviews and preparation of individual CVs for all students together with the Tutors
- Coordinate Lower Sixth community service placements that contribute to the Lions Young Leaders in Service Award.
- Help ensure that the Sixth Form Common Room and study areas are kept clean and in a good state of repair.
- Liaise with the Alumni office and OGA, encouraging sixth form students to maintain their links with the school after leaving.

### **Sixth Form Retention & Recruitment**

- To promote a vision of Sixth Form which encourages students to pursue studies at the School
- To liaise with the Heads of Year 11 and the Head of Middle School to arrange events with regard to recruitment and to interview all such students on an individual basis with the Heads of Year
- To work with the Admissions and Marketing Teams by organising Sixth Form tours for external students, tour guides for Open Mornings and to speak at talks on such occasions to prospective parents and students.

### **Personal profile**

Essential:

- Experience in a pastoral role, in an independent or similar school.
- Someone who “knows the girls well” and is passionate about their welfare.
- The ability to co-ordinate the work of colleagues and support staff at all levels,
- An open-mindedness and ability to manage change.
- Sensitivity, a high profile/a high visibility and a sense of humour!

Desirable:

- Confidence to lead INSET.
- Experience of managing teams.
- ICT literacy – comfortable handling data.

### **Safeguarding Statement**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school’s Child Protection Officer or to the Head Teacher. The post holder must possess an enhanced DBS check.

### **Benefits**

We are looking to appoint from September 1<sup>st</sup> 2019.

The salary that we are willing to offer to the right candidate will be highly competitive and in accordance with the leadership point commensurate with their experience.

You can enjoy the following benefits in connection with your employment:

- Membership of the Teachers Pensions Scheme
- Shorter term dates resulting extended holiday periods
- Remission of school fees should your children attend any of the Merchant Taylors' Schools in Crosby
- Free use of our on-site gym and leisure facilities via the Ian Robinson Sports Centre
- Off road parking within the School grounds
- Cycles to Work Scheme

Please note, that as an independent school we are not aligned with the Conditions of Service for School Teachers in England and Wales

### **Terms and conditions**

The post is tenable from September 2019. The successful candidate will be placed on the Teachers' Pay Scale at a point commensurate with their responsibilities. This post will carry a responsibility allowance and has an 8 period time allowance per week.

The successful candidate will be able to take advantage of the benefits offered by Merchant Taylors' Schools which include: