



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

JOB DESCRIPTION

Head of Sixth Form

Post: Head of Sixth Form

Responsible to: Principal & Head of Curriculum, Learning and Teaching

Liaising with: Head of Assessment and Inclusion
Head of Pastoral Care and Student Services
Heads of Faculty

General Responsibilities

- Be the lead person for the provision of high quality Sixth Form education and student care.
- Support the Principal, Head of Curriculum, Learning and Teaching and Head of Pastoral Care & Student Services in providing a clear direction for the development of the Sixth Form.
- Present a positive image of CPHS both within and beyond school which supports its ethos.
- Contribute to leadership decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan.
- Support the Principal and Academic Leadership Team in achieving Excellent OES standards for Sixth Form.
- Lead Sixth Form Tutors, Head of Year and coordinate meetings.
- Work with tutors and subject teachers to organise options information evenings for Year 11, along with mentoring and careers guidance.
- Formally attend other schools locally to promote the Sixth Form and to recruit new students.
- Establish links with external bodies and speakers, ensuring a range of guest speakers for all Sixth Form students on a range of topics.
- Prepare articles for the biweekly newsletter in relation to Sixth Form events.
- Work with the Admissions officer to work through applications to Sixth Form and organise offers.
- Teach up to a 60% teaching load.

Sixth Form Destinations

- Provide advice and support for students in careers awareness and university research, course selection through the Unifrog platform, UCAS, CommonApp, OUAC and other application portals as necessary.
- Work with form tutors and subject teachers to ensure all references/personal statements are facilitated in a timely manner.
- Provide and support relevant documentation for students applying for Scholarships.
- Work with The Head of Curriculum and Teaching and Learning to monitor, transfer and reference documentation for new admissions and leavers.

Head of Sixth Form

- Monitor the EPQ programme.
- Work with the Scholarship Secretariat preparing students for their higher education funding.
- Develop, monitor and support a 'Record of Achievement' system throughout the Sixth Form utilising the Unifrog platform, in conjunction with tutors and students.
- Develop an effective and impactful transition programme for all students entering Year 12.
- Deliver information evenings to high school students at their schools to support application to CPHS Sixth Form.
- Deliver results in person on site for summer exams series cycle.

Sixth Form Careers advice & guidance

- Conduct student-focused, impartial, personal career guidance interviews with Sixth Form students, which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
- Use expert knowledge of careers information and labour market information to enable students to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g., social media and web-based information sources.
- Organise careers fairs and other relevant activities at the High School
- Assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the OES standards and guidelines.
- Communicate with relevant external agencies and networks for the benefit of students and the enhancement of the career guidance programme.
- Involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- Provide entrance advice and manage the UCAS information process for Sixth Form students.
- Regularly update and communicate careers information to students and parents through a variety of channels.
- Consult with teaching staff regarding subject selection to prepare students for university and post 16 pathways.
- Liaise with Pastoral Head of Year 12 and 13 to plan and implement appropriate events and excursions for Year 12 and 13 students.
- Manage and provide supporting documentation all overseas university and scholarship applications for Year 12 students, including final submissions to UCAS (and any other individual universities as required).
- Manage and produce academic transcripts for current and past students as required for university applications.
- Advise students, when required, on entrance requirements and deadlines for international institutions.
- Liaise with and communicate deadlines to relevant staff to provide references and letters of recommendation for Year 12 student college, university and scholarship applications.
- Manage and provide supporting documentation for all domestic university college applications for Sixth Form students.
- Create and publish a guide for all tutors and academic staff to support the writing of references and letters of recommendation.
- Provide mock interview opportunities for Sixth Form students to prepare them for university and work.

- Work with the Head of Curriculum, Teaching and Learning, and the High School Admissions Officer on the admissions process for Sixth Form, including the organisation of the Sixth Form open evening and visiting external schools to promote Cayman Prep and High School.
- Facilitate the election of the High School Student Leadership Team.

Data, reporting & Intervention

- Work with the Academic Leadership Team, SENCO, HOFs and teaching staff to identify students who need further challenge or are not meeting expectations at Sixth Form. Analyse attitude to learning data for year 12 and year 13 students and, following the identification of key students, determine appropriate courses of action to support these students academically.
- Liaise with the Head of Curriculum, Teaching and Learning regarding subject option pathways and withdrawal at timely intervals throughout the academic year.
- Organise key interventions for students who are underperforming and review the effectiveness of these interventions in a timely manner to ensure all students are making progress.
- Organise parent meetings to discuss the performance of students who are flagged as underachieving and develop clear strategies to support these students academically.
- Analyse CAT and PASS data and put in necessary interventions based on evaluation.
- Support teaching staff as required with the reporting procedures.

Induction & Admission

- Assist with planning and delivery of transition and induction for all Year 12 students.
- To work alongside the Head of Year 11 and Careers and Guidance Officer concerning year 11 pathway interview process.
- Plan and deliver the induction day for all Year 12 students at the start of the academic year.
- Contact new parents after an initial settling in period to check in with them and assess assimilation.
- Assist the Key Stage Coordinators providing support and relevant documentation for students applying for financial support, references, case conferences, transfer information and disciplinary issues across Key Stage 5.

Staffing /CPD

- Where applicable lead meetings in relation to Sixth Form matters.
- Direct and support staff in all aspects of the Sixth Form.
- Assist with the orientation of new staff in the school to understand procedures.
- Support teachers in the classroom with aspects of classroom management and teaching and learning if required.
- Carry out student observations and learning walks.
- Role model high expectations for children and colleagues.
- Facilitate the professional management of tutors and Heads of Year.
- Complete and maintain the correct documentation in relation to the above.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Signature of Postholder _____ Date / /

Signature of Principal _____ Date / /

Head of Sixth Form