



Sixth Form Team Roles and Responsibilities

All Sixth Form Team Members

- Daily running of Sixth Form
- Monitoring of the Common Room
- Managing student/parent/teacher concerns and questions

John Bowers: Director of Sixth Form

- Standards, behaviour, uniform and conduct of students
- Quality nominee of BTEC and verification / certification of courses
- Recruitment and retention
- Destinations and careers
- Attendance and Punctuality
- Escalation of behaviour sanctions
- Budget Holder
- Prize giving
- Results certification with GSH
- Reports to LPA: weekly meeting

Beth Bourne: Associate College Leader for Sixth Form

- Quality First Teaching and Quality Assurance of provision
- Safeguarding
- Monitoring academic progress and subject intervention
- Tutor Programme
- Tutor Standards
- Use of grad coaches
- Subject Lead liaison
- Monitoring Sixth Form use of the IC
- Reports to LPA: weekly meeting

Safina Ahmed: Sixth Form Administrator

- Parent liaison
- Attendance admin: First Day call home, ongoing calls home about attendance, liaise with Attendance Officer
- Sixth Form admin to support the team
- Student admin: upkeep of student records and files
- Organisation of displays and information for students to use
- Parent and student support for bursaries, finance, and funding
- Diary management for JBO and BBO
- Reports to JBO: weekly meeting to discuss attendance

Richard Hudson: Sixth Form Learning Mentor

- Student liaison
- Student voice coordinator
- Student support and daily check ins
- Student caseloads
- Pastoral support for Solihull Moors in liaison with Chris Curran
- Mentoring students
- Monitoring lesson attendance and standards daily
- Monitoring the common room
- Patrol one day a week
- Reports to BBO: weekly meeting