



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

Jess Foster (Yr13), Chris Curran (Yr12): Assistant College Leaders 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
- Student voice coordination
- Monitoring Sixth Form use of the IC
- Report to JBO: 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
- Reports to JBO: weekly meeting with Sixth Form Team.

Norsheen Ahktar: Sixth Form Learning Mentor

- Student liaison
- Student support and daily check ins
- Student caseloads
- Mentoring students
- Monitoring lesson attendance and standards daily
- Monitoring the common room
- Patrol support
- Reports to JBO: weekly meeting with Sixth Form Team.