

HEAD OF SIXTH FORM, IB and KS 5 CAS COORDINATOR

JOB DESCRIPTION

Accountable to: Deputy Head for Academic matters and Pastoral matters
Accountable for: Sixth Form Tutors
ToK Coordinator, IBCP Coordinator

1. GENERAL RESPONSIBILITIES

- 1.1. To oversee the welfare of all Sixth Form students in liaison with Sixth Form Tutors, Head of Westmorland House and parents.
- 1.2. To keep up-to-date student files.
- 1.3. To ensure the behaviour, dress and attitude of the Sixth Form is in line with school expectations, and sets a standard of which pupils and staff can be proud.
- 1.4. In conjunction with the Head of Middle School, to ensure pastoral policies and developments are up-to-date and forward-looking.
- 1.5. In conjunction with the Heads of Lower and Middle School, to ensure all policies are strictly adhered to.
- 1.6. To be responsible for calling, conducting and documenting critical event analysis after significant events, and taking necessary action as appropriate.
- 1.7. To manage staff presence in areas used by the Sixth Form for study and breaktime purposes.
- 1.8. To oversee an appropriate and stimulating Sixth Form social programme.
- 1.9. To lead on the development of IB curriculum initiatives in the Prep and Senior School in liaison with the Deputy Head and Head of Prep School.

2. MARKETING

- 2.1. To work closely with the marketing team to portray a positive image of the school, the Sixth Form and all IB Programmes, also the Pre-IB Programme (in cooperation with the Heads of Lower and Middle School).
- 2.2. To coordinate all Sixth Form events – induction, social events, entrance tests, scholarships, taster days and weekends.
- 2.3. To promote the IBDP and IBCP, both internally and externally.
- 2.4. To meet, interview and inform prospective Pre-IB and Sixth Form students and their parents.
- 2.5. Promotion of IB throughout the school pupil and parent population.

3. STAFF

- 3.1. To chair the Sixth Form Tutorial Team, which should meet formally at the start of every term, and once per half term.
- 3.2. To monitor, evaluate and review the effectiveness of the Tutoring and be responsible for the
- 3.3. Performance Management of Tutors.
- 3.4. To assist Tutors in their tutoring by putting together guidelines for tutor activities and, within this, ensure appropriate action plans are set and evaluated for each student.
- 3.5. To deal with areas of concern between parents and Tutors, and ensure effective communication.

4. DETAILED ADMINISTRATION

- 4.1. To monitor the systems in place to track the academic development of each Sixth Form student.
- 4.2. To coordinate, collate, review and check all School Reports for the Sixth Form.
- 4.3. To assist Form Tutors in their tutoring by putting together guidelines for tutor activities and, within this, ensure appropriate targets are set and evaluated.
- 4.4. To run the Sixth Form results day.
- 4.5. To organise and manage Parent Evenings for the Sixth Form to report on progress.

5. Higher Education

- 5.1. To support Tutors with their UCAS responsibilities.
- 5.2. To liaise with the Higher Education Coordinator over all UCAS applications.
- 5.3. To check all UCAS references with the Head before submission.

6. STUDENTS

- 6.1. To oversee the day-to-day life of the Sixth Form.
- 6.2. To organise and monitor study leave.
- 6.3. To oversee a meaningful rewards programme.
- 6.4. To take responsibility for student use of their cars, including records of permitted cars, and control of keys.
- 6.5. To oversee any events and functions (Graduation Event and Ball) in which students are expected to undertake the organisation.

7. IB COORDINATOR – IBDP including Core, IBCP (AND PRE-IB PROGRAMME)

- 7.1. To coordinate all IBDP and with the support and cooperation of the IBCP Coordinator, the IBCP activities in the school.

- 7.2. To handle all communication with IBO offices.
- 7.3. To draw up and manage calendar of deadlines, including Individual Assessments.
- 7.4. To analyse exam results.
- 7.5. To supervise the CAS, ToK and EE programmes.
- 7.6. To coordinate Staff training.
- 7.7. To provide advice and support to staff, and ensure that staff are informed of all changes.
- 7.8. To assist students with subject and level choices.
- 7.9. To keep informed of students' progress and subject/level changes.
- 7.10. To ensure that Diplomas and Certificates are distributed.

8. KS5 CAS Coordinator

- 8.1. To promote the ethos of Service within the Sixth Form.
- 8.2. To develop CAS opportunities.
- 8.3. To ensure the framework is in place for all students to fulfil the expectations of CAS.
- 8.4. To oversee the Sixth Form service programme
- 8.5. To liaise with the KS4 CAS, Round Square, DoE and Outdoor Education coordinators over the Service programme and to ensure a balance of Service opportunities across all areas.
- 8.6. To be involved in calendar planning for CAS service events.
- 8.7. To market the CAS programme to prospective Sixth Form students, especially Year 11.
- 8.8. To liaise with the Marketing Office regarding the publicity of key CAS initiatives.
- 8.9. To attend parent and student forums linked to the IB programmes.
- 8.10. To assist and advise the Activities and Educational Visits Coordinators in the staffing and planning of CAS opportunities or CAS projects.
- 8.11. To assist students with the management of their CAS programmes.
- 8.12. To keep accurate and up to date records of all CAS programmes.
- 8.13. To monitor the progress and development of students through the CAS programme.
- 8.14. To interview students regarding their CAS commitments and audit some of the projects where possible.
- 8.15. To write CAS reports if appropriate.
- 8.16. To keep tutors informed as to progress with CAS.

9. ADDITIONAL EXPECTATIONS

- 9.1. To teach a timetable of approximately 50%.
- 9.2. To be available for planning, INSET and other administration on at least 15 weekdays during school holidays, and especially during the publication of examination results.



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CHILD PROTECTION RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding Policy 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 s/he must report any concerns to the School's Designated Safeguarding Lead.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

March 2026