




**National Teaching School**  
designated by  
  
**National College for  
Teaching & Leadership**



# GREAT SANKEY HIGH SCHOOL

ASSISTANT HEADTEACHER  
HEAD OF BARROW HALL COLLEGE

## JOB DESCRIPTION & PERSON SPECIFICATION





## **GREAT SANKEY HIGH SCHOOL JOB DESCRIPTION**

### **ASSITANT HEADTEACHER HEAD OF BARROW HALL COLLEGE**

**Responsible to:** Headteacher

**Core Purpose of Leader:**

- ✓ To lead the development of the Sixth Form from September 2018
- ✓ To lead the process of student tracking and target-setting to raise attainment and students' progress against national improvement measures.
- ✓ To plan and review Sixth Form finance ensuring value for money and continued long term viability.
- ✓ To support the aims of the school, ensuring that the philosophy of inclusion continues to be the experience of all pupils.
- ✓ To maximise the achievement of students, through all general SLT duties.
- ✓ To provide coherent and cohesive leadership of the school's self-evaluation strategies for school improvement, in particular in the Sixth Form.

**Strategic Direction and Development:**

- ✓ To lead the change agenda at Key Stage 5, leading the Sixth Form to sustained future success in student outcomes, with regard to both attainment and destinations through a personalised curriculum offer.
- ✓ To be responsible for the strategic direction and development of student tracking, target-setting and intervention programmes within the Sixth Form
- ✓ To monitor, review and evaluate the associated plans and report as appropriate to the Headteacher/Governors, the LA and DfE.
- ✓ To develop a robust recruitment and transition programme from Years 11 to 12 in order to expand Sixth Form numbers.
- ✓ To implement an enrolment and induction process.
- ✓ To represent the school and deputise as a member of the SLT as needed.
- ✓ To undertake lead roles common to all SLT, and associated management duties as appropriate.
- ✓ To lead an inclusive enrichment programme including the UCAS process.

**Teaching and Learning:**

- ✓ To lead Key Stage 5 developments and lead the quality of Teaching and Learning, ensuring improvement and development through an effective scheme of Continued Professional Development for all staff teaching the Sixth Form.
- ✓ To develop systems and interventions to improve teaching, learning and assessment within post-16 subjects.
- ✓ To lead effective INSET/training as appropriate.
- ✓ To be responsible for certain curriculum areas as SLT line-manager, ensuring high standards of Teaching and Learning through effective Appraisal.
- ✓ To ensure an effective programme of enrichment for Sixth Form students, including liaising with the WRL/Careers Leader for effective and current CEIAG.

**Leading and Managing Staff:**

- ✓ To lead and manage the Heads of Year to ensure high quality pastoral provision.
- ✓ To lead and manage designated Middle Leaders and their curriculum areas, as SLT line-manager, ensuring high standards of Teaching and Learning, through effective Appraisal.
- ✓ To be responsible for the effective delivery of their Appraisal Reviews and the monitoring, evaluation and review of effective departmental progress plans.
- ✓ To develop and maintain excellent relationships with staff working in and across the Sixth Form.
- ✓ To work with Middle Leaders to effectively analyse, interpret and evaluate data to track students' progress and carry out appropriate interventions to address underperformance
- ✓ To lead the Sixth Form tutors and ensure effective Careers guidance and University application.
- ✓ To continue personal professional development for self.

**Efficient and Effective Deployment of Staff:**

- ✓ To liaise with Heads of Department to ensure for effective delivery of the School Improvement Plan in the Sixth Form.
- ✓ To manage the day to day administration of allocated whole-school responsibilities and associated direction of staff.
- ✓ To liaise on behalf of the school with all key partners and sponsors.
- ✓ To liaise regularly with all SLT/Middle Leaders, leading meetings as appropriate to ensure effective delivery across the school and in particular a successful timetable.

**Accountability:**

- ✓ To be responsible for all academic and pastoral matters relating to the Sixth Form.
- ✓ To be responsible for effective data management in school for KS5, leading to successful student outcomes from tracking, target-setting and intervention.
- ✓ To monitor, evaluate and review the progress of action plans for all areas of responsibility to ensure continued, successful delivery, providing regular updates for all relevant parties, both internally and externally.
- ✓ To be responsible for the successful achievement of all agreed objectives.

The responsibilities above are subject to the general duties and responsibilities contained in the current statement of Teachers' Conditions and Employment.

This job description takes into account the recommendations of the roles and responsibilities as outlined in the TTA National Standards as well as the broad guidelines for Subject Leaders.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder.

## **Person Specification / Selection Criteria for Assistant Headteacher**

**Note:** The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

### **[A] Qualifications**

<b>Qualification requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Qualified teacher status	<b>E</b>		<b>A</b>
Recognised degree or equivalent.	<b>E</b>		<b>A</b>
Further professional development: post-entry qualification		<b>D</b>	<b>A</b>

### **[B] Experience**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
At least four years' teaching experience	<b>E</b>		<b>A/I/R</b>
Teaching experience in more than one secondary school		<b>D</b>	<b>A/I</b>
Middle Leader Responsibility	<b>E</b>		<b>A/I/R</b>
Whole-school development responsibility		<b>D</b>	<b>A/I/R</b>
Evidence of successful pupil achievement	<b>E</b>		<b>A/I/R</b>

### **[C] Knowledge/Understanding**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Recent professional development/INSET	<b>E</b>		<b>A/I</b>
Leadership and Management training		<b>D</b>	<b>A/I</b>
Understanding of current educational initiatives and priorities	<b>E</b>		<b>A/I</b>
Awareness of current KS5 issues		<b>D</b>	<b>A/I</b>
Understanding of whole-school management		<b>D</b>	<b>A/I</b>
Knowledge of Attainment & progress data at KS5	<b>E</b>		<b>A/I</b>

**[D] Personal Qualities and Skills**

	Essential	Desirable	Source
Good communication skills	E		A/I
Good interpersonal skills	E		A/I
Ability to relate well to students	E		A/I
Team player	E		A/I
High levels of commitment	E		A/I
Ability to motivate	E		A/I
Ability to meet deadlines/manage time	E		A/I
Organisational skills/initiative	E		A/I
ICT literate	E		A/I
Commitment to the school ethos and aims	E		A/I

**[E] Pre-Employment Checks**

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

**[F] Application Form and Supporting Statement**

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

*(Source: A=Application (form+letter); I=Interview; R=Reference)*