



**Wallington**  
County Grammar School

## Job Description

### Assistant Headteacher – Director of Sixth Form

**Salary Scale:** Leadership Scale 13 – 17

**Responsible to:** Head and Deputy Headteacher

Ensure high quality **Leadership and Management** within the school by:

- being a member of the Senior Leadership Team and attending and contributing to all scheduled meetings;
- contributing to school self-evaluation and strategic development planning;
- line-managing specific curriculum and pastoral areas, running effective meetings, holding members of staff to account and supporting them where necessary;
- acting as Key Stage 5 Raising Standards Leader, supporting school leaders in enhancing outcomes for Sixth Form students;
- Quality controlling and enhancing standards in middle leadership, teaching and learning by conducting learning observations, drop ins, work samples and appraisal reviews;
- Applying the School's Appraisal and Capability, Disciplinary and Pay policies as required;
- leading on specific whole school initiatives;
- being responsible for the appearance and high standards of health and safety within particular areas of the School;
- organising and supporting whole school events such as training days, concerts, open evenings, parents evenings, results days etc.;
- working with Folio Education Trust, WCGS Local Advisory Board and the Parent, Teachers and Friends Association as required.

Ensure high standards in the **Personal Development, Behaviour and Safety** of students by:

- tracking and monitoring key data relating to the welfare of students including attendance, lateness, praise, sanctions as well as effort, conduct and organisation scores;
- collaborating with the School's Designated Safeguarding Leads in support of the welfare of all students;
- evaluating and implementing the School's Behaviour Policy, leading investigations, working with parents and applying sanctions as necessary;
- collaborating with Year Leaders to construct an effective programme of study for Form Time;
- supporting in the quality assurance of Form Time sessions;
- working to support and ensure the wellbeing of Sixth Form students at all times.

Ensuring excellent **Pupil Outcomes** by:

- rigorously tracking and monitoring student attainment and progress in the Sixth Form;
- tracking and monitoring the attainment and progress of key student groups including girls, students new to the School, those with Special Educational Needs, disadvantaged students and ethnic groups.
- implementing effective intervention strategies with those students whose attainment or progress is a cause for concern;
- supporting those you line manage in ensuring high quality outcomes for all students they are responsible for.

Ensuring high standards in the quality of **Teaching, Learning and Assessment** by:

- modelling the very highest standards in teaching, learning and assessment through the planning and delivery of lessons that fulfil the School's 'Vision for Learning', Band 3 Teacher Standards and school development priorities;
- designing and delivering high quality Continuing Professional Development sessions for colleagues;
- maintaining an up to date knowledge of developments in pedagogy and national strategies relating to teaching and learning;
- working with the Assistant Head Teacher for Teaching and Learning to improve standards in teaching and learning in the Sixth Form;
- encouraging leaning in all forms outside of the curriculum through a full involvement with the co-curriculum.

Ensuring the **effectiveness of 16-19 Study programmes** by:

- overseeing the Sixth Form admissions process, ensuring students are on the most appropriate courses possible and leading the process during the summer break;
- overseeing the Sixth Form induction process, including Parent Information Evenings;
- overseeing the distribution and effective use of the 16-19 Bursary;
- working with the Director of the Co-Curriculum to oversee university admissions and careers guidance for Sixth Form Students;
- working with the Director of the Co-Curriculum to oversee sixth form enrichment, clubs and societies;
- recruiting, working with and developing the student leadership and prefect teams;
- leading Independent Research Projects with Sixth Form students;
- assisting in the preparation for A Level results day during the summer break;
- supporting students on A Level results day;
- ensuring all sections of the School website relating to the Sixth Form are kept up to date;
- working with school networks and other sources of information to stay up to date with developments in the provision for student on 16-19 study programmes.

Fulfilling any other reasonable request made by staff senior to yourself.

Signature: .....  
(Postholder)

Print name: .....

Date: .....

Signature: .....  
(Executive Headteacher)

Print name: .....

Date: .....