The Langley Academy - Job Description

**Assistant Headteacher with responsibility for Sixth Form**

Salary/Grade

L12 – L16 plus Fringe

Purpose of the job

To take responsibility for the leadership and management for our Sixth Form provision and to promote and be involved in the wider life of the Academy community.

To provide strong pastoral leadership and operational management of the Academy Sixth Form. The focus will be the academic progress of young people and will promote high expectations and achievement of students.

Reporting to

Headteacher

Liaising with

Headteacher, Deputy Heads, Directorate, Leadership Team, Heads of Years 12 & 13, Heads of Faculty, Raising Standards Leaders, Heads of House, SENCO, Subject Leaders, Student Support Managers

KEY FUNCTIONS

* To establish and embed a high performing Sixth Form at The Langley Academy
* To develop and implement strategies to promote positive behaviour and high levels of academic achievement for all post 16 students
* To lead on high quality teaching and learning at KS5
* To assist the Academy Headteacher in developing and implementing policy, practice and targets for the sixth Form
* To lead an effective monitoring system to identify underachievement and provide appropriate support for students
* To lead and manage information, guidance and support systems for the Sixth Form
* To line manage teams as agreed with the Headteacher
* To set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
* To provide advice and guidance for staff in terms of their development, whilst ensuring that the Academy aims are put into practice and lead the drive for continuous improvement.

SPECIFIC RESPONSIBILITIES

You will lead on all matters relating to our Sixth Form provision, which includes the responsibility to:

* Establish clear expectations and constructive working relationships among staff involved with the Sixth Form, including team working and mutual support, developing responsibilities and delegating tasks as appropriate and evaluating practice
* Assist the Academy Headteacher to design, monitor, evaluate and adapt the quality of curriculum delivery in the sixth Form
* Assist in developing and implementing policy for post 16 education at the Academy
* Assist the Academy in achieving sixth form attendance targets, ensuring absences and lateness are accounted for, taking appropriate actions where they are not
* Co-ordinate and manage the pastoral support of Sixth Form students
* Work with the Headteacher to prepare and manage the sixth form annual budget in the most economic, efficient and effective manner to obtain best value
* Have overall responsibility for the provision of work experience for the Sixth Form
* Organisation of recruitment of Sixth Form students
* Manage the Y11 transition into post 16 including the organisation of induction day/week and taster events
* Lead the Heads of Years 12 & 13 tutors and the Sixth Form support team
* Annually review the Academy Sixth Form prospectus, organise its production and supervise its effective distribution
* Co-ordinate UCAS university application procedures and other application systems
* Ensure that the Sixth Form study area presents a stimulating working environment
* Assist in establishing a partnership with parents/carers to involve them in their child’s education in the Sixth Form
* Ensure effective quality assurance procedures support Sixth Form improvement

You will also have whole Academy responsibilities as follows:

* To deliver high quality teaching and support the development of your subject area
* To be a role model in terms of industry, innovation, commitment and the positive impact upon children’s lives and education.
* To develop strong links and effective working relationships with parents, colleagues, governors, the local community and neighbouring schools.
* To have a visible presence around the Academy during the day
* To establish, lead and chair, as necessary, meetings of groups of staff
* To take a full and committed part in your own appraisal, as well as those of your team members
* To advise on the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
* To create and maintain an environment which promotes and secures excellent teaching, effective learning, high standards of achievement, good behaviour, self-discipline and respect for others.
* To assist with the effective induction of new staff, as required
* To ensure that effective liaison is maintained and developed with external agencies
* To provide coherent data about levels of attainment, behaviour, progress and targets to the Headteacher, Leadership Team, teachers, parents and students
* To carry out a share of supervisory duties in accordance with published rotas
* To participate in appropriate meetings with colleagues and parents or carers
* To adhere to published academy policies and procedures
* To attend regular meetings with the Academy Headteacher and Directorate
* To undertake any other tasks as reasonably required by the Headteacher
* Person Specification

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| **Qualifications and experience** | **Essential** | **Desirable** |
| QTS, Degree or equivalent teaching qualification | ✓ |  |
| CPD Training Courses related to role |  | ✓ |
| Further Degree/Professional Qualification |  | ✓ |
| A first class teacher with at least 2 years successful teaching experience (all ability, 11-18 age range | ✓ |  |
| Experience of leading/managing a staff team |  | ✓ |
| Experience of working in a good/outstanding 6th Form | ✓ |  |
| Proven track record in raising standards of student achievement | ✓ |  |
| Experience of managing a delegated budget |  | ✓ |
| Experience of managing student behaviour | ✓ |  |
| Experience of constructive cooperation with parents and governors | ✓ |  |
| Leading/managing a whole school initiative/whole school change |  | ✓ |
| Experience in the use of ICT as a teaching and learning tool | ✓ |  |

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| **Professional Knowledge & Understanding**  The successful applicant will need to demonstrate knowledge and understanding of: | **Essential** | **Desirable** |
| Strategies for raising student achievement |  | ✓ |
| Effective practice and approaches to Teaching and Learning | ✓ |  |
| How to lead change |  | ✓ |
| Current educational trends and thinking | ✓ |  |
| Academy performance review and self-evaluation processes | ✓ |  |
| How to use data and information to effect improvement | ✓ |  |
| Ofsted framework for school inspection/self-evaluation |  | ✓ |

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| **Personal Qualities and Skills**  Ideally, we are looking for someone who: | **Essential** | **Desirable** |
| Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors | ✓ |  |
| Has the ability to think strategically with imagination, vision and originality | ✓ |  |
| Is reflective, self-critical and open | ✓ |  |
| Is self-confident, motivated and ambitious | ✓ |  |
| Has passion and believes that every student can succeed | ✓ |  |
| Is an effective communicator and presenter | ✓ |  |
| Can plan, organise and delegate effectively | ✓ |  |
| Possess excellent interpersonal skills | ✓ |  |
| Can make tough decisions | ✓ |  |
| Has sound judgement, especially when working under pressure | ✓ |  |