

JOB DESCRIPTION

**JOB TITLE: Assistant Head of Sixth Form – TLR 2b (£4737).**

**LINE MANAGEMENT: Head Of Sixth Form.**

**ASSISTANT HEAD OF SIXTH FORM WILL BE RESPONSIBLE FOR:**

* Assisting the Head of Sixth Form with providing strategic leadership of the Sixth Form, policy-making, planning, evaluation
* In consultation with the Head of Sixth Form, delegating management responsibility for the effective daily operation of the Sixth Form. In addition, there are a range of organisational tasks which, in consultation with the Head of Sixth Form, will be required of the Assistant Head of Sixth Form. In the interests of professional development, these will be periodically reviewed.
* Deputising for the Head of Sixth Form in his/her absence.
* Assisting the Head of Sixth Form in ensuring that the school’s core values (Enjoy, Enrich and Achieve) are fully expressed through Sixth Form assemblies and functions and supporting the discipline of the whole school.
* Ensuring students behave appropriately as an essential support to good learning.
* Promoting and recognising student achievement.
* Ensuring children’s pastoral needs are met (behavioural, social and emotional); associated barriers to student achievement are identified early and appropriate support put into place (liaison with specialised support staff and outside agencies as required).
* Setting appropriate but challenging individual targets in academic standards for vulnerable groups for the Sixth Form.
* Ensuring children behave appropriately as an essential support to good learning.
* Ensuring that effective tracking of students’ progress is in place throughout the key stage; through accurate identification, any underperformance is supported by intervention programmes whose impact is closely monitored.
* Promoting and recognising student achievement within the Sixth Form; ensuring the Sixth Form contributes to the House system activities.
* Ensuring that parents are kept fully informed of students’ progress and maintaining good working relationships with parents as far as possible.
* Ensuring the Sixth Form team operate effective systems, which promote high standards in support of school discipline (e.g. attendance, punctuality, homework, uniform).
* Attending and assisting in the setting up of Sixth Form evening functions (eg: transition evenings, parents’ evenings, information evenings, UCAS information evening).
* Ensuring that Child Protection issues relating to students in the Sixth Form are addressed in line with school policy working to the Deputy Headteacher/Designated Person for Child Protection.
* Liaising with specialised support staff and outside agencies as required.
* Writing UCAS school references and ensuring and supporting Form tutors and students in the UCAS admissions process
* Ensuring successful transition across key phases, both academically and pastorally, from Year 11 into post-16 education; and from Year 13.
* Supporting students from other schools as they enter the Sixth Form as part of the induction process.
* The standard/quality of teaching and learning throughout the Sixth Form in tutorial lessons.
* The delivery of the Extended Project Qualification to Pathway 1 students and the assessment of their projects.
* Being part of the interview and selection process for the Senior Sixth.
* Liaising with the Senior Sixth and supporting them in their various responsibilities and charity works.

**ASSISTANT HEAD OF SIXTH FORM WILL BE ACCOUNTABLE FOR:**

* The standards (this includes the Attainment outcomes and progress outcomes) reached by all pupils throughout key Stage 5, including vulnerable groups.
* The standards reached against school targets for attendance by all pupils throughout Key Stage 5, including vulnerable groups.
* The outcomes achieved by Pathway 1 students who take the Extended Project Qualification.

**ASSISTANT HEAD OF SIXTH FORM WILL BE EXPECTED TO:**

* Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students.
* Contribute to the development of the school as a whole.
* Carry out regular learning walks to assist with the monitoring and support of the 6th Form.
* Contribute to the evaluation of the Sixth Form and ensure it is effective both in terms of staff performance and the standards reached.
* Alongside the Head of Sixth Form, help in producing Pastoral Improvement (Development) Plan to address identified priorities.
* Attend all relevant meetings appropriate to their role, as specified by the school.
* To teach as required (34 out of 50 periods a fortnight, including EPQ)

All staff at Moulsham High School are expected to:

* Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
* Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* Ensure that all duties and services provided are in accordance with the school’s Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out other appropriate duties within the context of the job, skills and grade.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Moulsham High School welcomes applications from those of all backgrounds, faiths and ethnic groups.

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

*(May 2017)*



**Person Specification**

**ASSISTANT Head of SIXTH FORM**

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked ‘Essential’ must be demonstrable at the point of interview.

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| **Qualities and Attributes** | **Essential** | **Desirable** |
| **Qualifications** | | |
| Good quality Honours degree | ✓ |  |
| PGCE, or equivalent, in Secondary Education | ✓ |  |
| Qualified Teacher Status | ✓ |  |
| **Experience** | | |
| Proven record of success in teaching across the age and ability range in a secondary school. | ✓ |  |
| Evidence of having successfully held a relevant post-16 responsibility. |  | √ |
| **Knowledge / Skills** | | |
| An outstanding classroom practitioner who can act as a role model for others | ✓ |  |
| The ability to effectively contribute to a team and to manage personnel as required |  | ✓ |
| An understanding of the nature of pastoral work | ✓ |  |
| An understanding of current safeguarding legislation and practices. |  | √ |
| The ability to liaise and communicate effectively with stakeholders e.g. students, staff, parents, carers and outside agencies | ✓ |  |
| The ability to ensure that the daily operation of the Sixth Form runs smoothly, maintaining high standards of discipline and supporting others in creating a positive learning environment | ✓ |  |
| Familiarity with external Post-16 data, including Level 3 Value Added, the Ofsted data dashboard and ALPS. |  | √ |
| The ability to use data to track student progress and the knowledge of appropriate intervention strategies to apply where there is under-performance. | √ |  |
| The ability to action plan, monitor implementation and evaluate effectiveness |  | ✓ |
| Up-to-date knowledge of current curriculum change at KS5. | √ |  |
| Familiarity with the EPQ course content and methods of assessment. |  | √ |
| Up-to-date knowledge of the UCAS process. |  | √ |
| Ability to communicate effectively to a range of audiences both verbally and in writing | ✓ |  |
| Ensure that whole school policies are implemented consistently | ✓ |  |
| **Personal** | | |
| Ability to work hard under pressure | ✓ |  |
| Ability to prioritise and meet deadlines | ✓ |  |
| Commitment to continued personal development | ✓ |  |
| Commitment to extra curricular activities |  | √ |
| **General** | | |
| Good attendance and punctuality record | ✓ |  |
| Professional dress | ✓ |  |