

## Person Specification - Head of 6<sup>th</sup> Form

	ESSENTIAL	DESIRABLE	EVIDENCE FROM
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Teaching qualification to degree level</li> <li>QTS</li> <li>At least 3 years teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>Developed CPD skill set</li> <li>Subject knowledge of English, Maths, Physics, Geography or Computer Science.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Task</li> <li>Observation Lesson</li> </ul>
<b>Successful Experience</b>	<ul style="list-style-type: none"> <li>Recent experience of 11-18 comprehensive school</li> <li>Excellent KS4 and KS5 results</li> <li>A commitment and experience of pastoral care</li> </ul>	<ul style="list-style-type: none"> <li>A successful track record in Post 16</li> <li>Experience of Middle Management role</li> <li>Has implemented successful behaviour and safety strategies</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>Reference</li> <li>Interview</li> </ul>
<b>Health, Attendance and Reliability</b>	<ul style="list-style-type: none"> <li>Good attendance</li> <li>Good health</li> <li>Punctuality</li> </ul>		<ul style="list-style-type: none"> <li>Reference</li> </ul>
<b>Quality of relationships</b>	<ul style="list-style-type: none"> <li>Ability to motivate students and staff who teach within or are part of the 6<sup>th</sup> Form team.</li> <li>Confidence when dealing with parents, staff and outside agencies</li> <li>Effective classroom management</li> <li>Ability to lead and delegate</li> <li>High emotional intelligence</li> <li>Ambition to be a career teacher</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to restorative approaches</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Letter of Application</li> <li>Reference</li> <li>Interview</li> <li>Set Teaching Task</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>Excellent knowledge of a range of teaching styles and approaches in subject</li> <li>Consistent high standard of teaching achieved</li> <li>Commitment to excellent student progress</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Letter of application</li> <li>Reference</li> <li>Interview</li> </ul>
<b>6<sup>th</sup> Form Work</b>	<ul style="list-style-type: none"> <li>Commitment to lead the 6<sup>th</sup> Form Team</li> <li>Must embrace inclusion for all students</li> <li>Effective communication skills – in person and in writing – shown in dealings with colleagues, students, parents and other partners.</li> <li>An up to date knowledge of current Safeguarding policies and practices.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of key statutory requirements relating to Behaviour and Safety</li> <li>A willingness to take part in training and support activities through Line management, team meetings and mentoring by current/previous post holders.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Letter of application</li> <li>Reference</li> <li>Interview</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Determination, resilience and commitment</li> <li>Innovation and initiative</li> <li>Planning and organisation</li> <li>Flexibility</li> <li>Energy</li> <li>Ability to work under pressure</li> <li>Sense of humour</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Letter of application</li> <li>Reference</li> <li>Interview</li> </ul>

<b>Requirements specific to the post</b>	<ul style="list-style-type: none"> <li>• A clear analytical understanding of the importance of student information and attainment data in promoting progress and attainment. To be able to use this analysis to plan strategically</li> <li>• Write a Sixth Form Development Plan in response to the whole school targets and those identified specifically for post-16, which is then monitored, evaluated and has clear impact on practice.</li> <li>• In liaison with the Vice Principal, implement and update policies, which relate directly to the development of the sixth form.</li> <li>• Develop and promote post-16 student leadership within the sixth form and across the school including the Sixth Form Senior Student Leadership Team and student committee leaders. Ensure wide representation from all groups of students.</li> <li>• Lead the post-16 subject teachers in order to achieve consistency in the delivery of programmes of study.</li> <li>• Set the highest standards and expectations for all in the sixth form monitoring these and taking timely and rigorous action in line with policies and procedures.</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Letter of application</li> <li>• Reference</li> <li>• Interview</li> </ul>
--	---	--	---