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| **Job Description** | |
| POST TITLE | Director of Sixth Form |
| The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| SCALE | TBA based on experience |
| PURPOSE OF THE JOB | To be accountable for provision and outcomes for all students in the Sixth Form |
| RESPONSIBLE TO | Principal and Senior Line Manager |
| RESPONSIBLE FOR | The vision for Sixth Form  Quality of provision within the Sixth Form  Strong outcomes and standards in relation to achievement, behaviour for learning, engagement, attendance and punctuality for every student in the Sixth Form  Recruitment, transition and retention for students in Sixth Form  Progression from Sixth Form  External Partnerships to support student opportunities, achievement and progression. |
| Line manager of: |  |
| Heyford Park Free School recognise and values continued professional development. Therefore, training opportunities will be made available as appropriate or necessary. | |

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| **EMPLOYMENT DUTIES**  The school acknowledges the strong relationship between the quality of school leadership and the outcomes for pupils, the Standards for School Leadership recognise the key role school leaders play in providing professional leadership and management in order to improve outcomes for all pupils. These standards identify the knowledge and understanding, skills and professional attributes needed by the school’s leadership in order to ensure the school builds leadership sustainability that is rooted in promotion of excellence, equity and high expectations for all pupils.  **Vision and purpose:**   1. To be accountable for the teaching and learning, curriculum, achievement, attendance and behaviour of all students in the Sixth Form. 2. To develop a positive ethos within the Sixth Form which promotes engagement, high aspirations and achievement. 3. To provide high quality leadership and management for the Sixth Form 4. To secure high levels of student progress by developing effective partnerships with Senior Leaders, Directors of Learning, SENCO and the Student Welfare Team. 5. To utilize data to ensure provision ensures excellent progress 6. To develop effective links with parents/carers and external partners 7. Ensure sound financial management of budgets responsible for ensuring value for money. 8. To ensure legal compliance in relation to responsibilities. 9. Ensure school improvement in the above areas   **Accountable for:**  **Vision and direction:**   1. Strategic leadership and implementation of the vision for the Sixth Form ensuring high aspirations for the achievement, behavior, personal development, engagement and attendance of every student in the Sixth Form within the school 2. Quality assurance of the work of the Sixth Form to inform an accurate self-evaluation to inform future planning. 3. Management and promotion of the Sixth Form to ensure a positive profile within the school and outside the school   **Leading the Department:**   1. Leadership, management and development the strategy for ensuring high standards in relation to outcomes and provision. 2. Management of the quality assurance of the departments work to ensure high standards in relation to outcomes and provision. 3. Leadership, management and development of effective arrangements for the induction of students in the Sixth Form joining during the academic year. 4. Leadership and management of resourcing and financing to ensure effective provision and outcomes. 5. Leadership, management and promotion of the school policies across the department to ensure high standards in relation to provision and outcomes. 6. Management of information, data recording and reporting in relation to the Sixth Form .   **Leading teaching, learning and curriculum:**   1. Leadership, management and development of high quality first teaching across the Sixth Form to secure strong engagement and outcomes for all students. 2. Leadership, management and development of the curriculum across the department to secure strong engagement and outcomes for all students. 3. Monitor the performance of students within the Sixth Form and identify appropriate intervention to tackle under-performance working with subject leads and Directors of Learning. 4. Manage the evaluation of the impact of intervention to inform future plans 5. Leadership and management of the quality assurance of provision and outcomes. 6. Evaluation of the Sixth Form to inform future planning.   **Leading People:**   1. Leadership, management and development of the Sixth Form team to ensure impact quality of provision and outcomes. 2. Leadership, management and development of TLR holders in the team as appropriate to impact quality of provision and outcomes. 3. Manage the development of staff within the Sixth Form to ensure both skills and confidence enable the vision to be realized.   **Leading the Community**   1. Lead, manage and develop effective links with parents based on partnership working and approaches to promote high standards of achievement and behaviours for learning. 2. Lead, manage and develop effective partnerships with teams within the school to promote high standards of achievement and behaviours for learning. 3. Lead, manage and develop effective external partnerships to promote strong engagement and outcomes in the Sixth Form   **Performance management:**  Participating in the school’s arrangements for performance management, professional development and the school’s arrangements for quality assurance and internal verification.  **General responsibilities:**   1. Act as a model for school values 2. Ensure performance management arrangements are effectively discharged by self and other team leaders line manage as appropriate 3. Monitor & evaluate contribution and impact of other staff to Sixth Form improvement in relation to school priorities, and policies 4. Plan the deployment of staff expertise to achieve school and Sixth Form improvement objectives 5. Take responsibility for pastoral care of staff line manage 6. Lead on staff performance & standards related issues for areas of responsibilities with the support of line manager 7. To fulfil the general duties of a main scale teacher \*appendix 1 8. To be responsible for a whole school role appropriate to the grade of the post as agreed Principal \*appendix 2 9. To undertake other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine. |