

# Easthampstead Park Community School

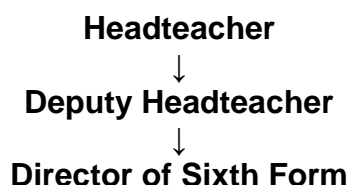
## Director of Sixth Form – Senior Teacher

### Job description



<b>Location:</b> Easthampstead Park Community School	<b>Department:</b> Sixth Form
<b>Authority:</b> Bracknell Forest Council	<b>Job Title:</b> Director of Sixth Form
<b>Pay Grade:</b> L10-12	<b>With effect from:</b> September 2018

#### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document; however additional time will be required to carry out job tasks commensurate with the role of Director of Sixth Form and when reasonably requested by the Headteacher or Governors.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with yourself.

#### MAIN DUTIES AND RESPONSIBILITIES as Director of Sixth Form

This role involves being a part of the SLT. The Director of Sixth Form will be expected to work in collaboration within SLT in strategically managing the school, developing the school's vision and policies, and to undertake any professional duty which may be delegated by the Headteacher or Deputy Headteacher.

##### Main Activities and Responsibilities

- Promote high expectations in all aspects of Sixth Form and school life.
- Lead and manage a tutor team to ensure that all students receive appropriate personalized support.
- Work with Subject Leaders to drive forward further improvements in teaching and learning.
- Set up and use data systems in order to systematically monitor and evaluate each student's attendance, attainment and progress, in liaison with senior staff.
- Liaise effectively with Subject Leaders, teachers and parents/carers to ensure that each student makes expected progress and plan appropriate interventions where necessary.
- Be responsible for the day-to-day management of the sixth form study rooms and other related facilities.
- Plan and deliver the Sixth Form induction programme.
- Plan and deliver the Year 10 Sixth Form taster days.
- Organise and implement the Sixth Form enrichment activities.
- Assist with the administration of admissions to the sixth form of both internal and external admissions (including being available on A-level and GCSE results days).
- Assist with the marketing and recruitment activities for the sixth form.
- Produce reports and references as required, including contributing to the UCAS process.
- Lead a coherent work-related/careers strategy for the Sixth Form.
- Assist with the organisation of open evenings, consultation evenings and other events relating to the Sixth Form
- Work closely with the Head of Year 11 to support the transition programme and Sixth Form recruitment.
- Develop and deliver a targeted support programme for the Russell group students

- Work closely with local forums.
- To support the development of the CPD programme for tutors, teachers, Subject Leaders and TAs where necessary
- Lead and support sixth form assemblies and leavers' celebrations
- To oversee the development and evolution of the House system school wide. The House system aims to build community and encourage competition. It is separate to our main pastoral system which is led by our Heads of Year.
- Alongside other members of SLT, play a lead role in raising the aspirations and academic outcomes of pupil premium students' school wide. To create targeted opportunities to raise younger PP students' awareness of the Sixth Form and university/apprenticeship opportunities beyond school.
- To create opportunities for sixth form students to work with students in the main school (particularly PP) to raise aspirations.
- To teach subjects and classes as required by the Headteacher

**Other Responsibilities include:**

- Analyse and interpret relevant national, local and school data, plus research and inspect evidence, to inform policies, practices, expectations, targets and teaching methods.
- Use data effectively to identify students who are underachieving in the Sixth Form, and create and implement effective plans of action to support those students.
- Manage systems for target setting.
- Be responsible for maintaining high standard of behaviour within the Sixth Form by enforcing the agreed academy expectations concerning dress, behaviour, attendance and discipline.
- Patrol corridors and visit sixth form lessons daily to ensure high standard of behaviour around the academy site
- Work closely with students to create a distinctive sixth form ethos.
- Liaise with outside agencies such as the Educational Welfare Officer, social services, police liaison officer, volunteers, Personal Advisers, etc.
- Organise and take sixth form assemblies according to the pattern established by the Senior Leadership Team.
- Lead the key stage 5 PHSE programme.