

Job Description Whitley Academy



Job Title: Teacher/ Director of Post 16

Location: Whitley Academy

Line Manager: SLG Member

Job Purpose:

To co-ordinate the Post 16 curriculum and pastoral support. To lead on development of Post 16 and help improve provision and outcomes for students.

Duties and Responsibilities:

- Lead the development, implementation, review and improvement of the post 16 curriculum and co-ordinate pastoral and academic support needed to ensure each student in the cohort appropriately engages with school.
- Ensure up-to-date tracking and monitoring target data information is held on individual students and the cohort as a whole including achievements, attendance, parental contacts, data analysis, lateness, community involvement and lead on the management implications of such information. Ensure all students are enabled to make good progress from baseline data.
- Lead the development of teaching and learning in post 16, focusing on increasing progress and attainment and support the links across Whitley partner schools and the RSA family of academies.
- Lead the Post 16 team personnel to ensure that individual students engage with school and that tutor learning and professional development needs are identified and addressed through the professional review framework. Line manage the post "LSCW".
- Lead the development, implementation, review and improvement of the links between home, school and external agencies involved with the cohort.
- Provide information as required to SLG and Governors (attending meetings where necessary) and other appropriate staff with respect to the Post 16 team and students.
- Ensure the Post 16 teams' resourcing needs are identified and that the budget allocation is managed in the most cost effective way possible..
- Lead the development, implementation, review and improvement of the recruitment and induction processes needed to secure effective transition in liaison with SLG..
- Produce, monitor and evaluate the Post 16 linked improvement plan. Work with other partners as required by the school development plan.
- Focus on expanding the numbers and profile of Post 16 at Whitley Academy. Market the Whitley post 16 offer pro-actively within and beyond the school.
- Lead on information, advice and guidance for post 16 students in liaison with SLG. Ensure students, parents and teachers are informed about and prepared for the UCAS process and careers opportunities as appropriate.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Date Reviewed: July 2016