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| **Glebe School: Head of Sixth Form****MPS/UPS + TLR1 + SEN point** *An ambitious, inspirational trust, providing outstanding learning and support* **Job Description - September 2020** |

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| **Strategic responsibilities** | * To work with the SLT to develop and embed an aspirational curriculum for the Sixth Form
* To undertake a review of accreditations and implement changes where required
* To lead and work with a multidisciplinary team to motivate and inspire colleagues to deliver a shared vision for school improvement
* To build partnerships with external organisations, such as colleges, businesses and charities, in order to develop an ambitious programme of internships, work experience and extra curriculum opportunities for students
* To have an outward facing approach and be willing to network with other schools
* To promote staff development by participating in arrangements for further training and professional development
* To continue personal development in the relevant areas including subject knowledge and teaching methods
* To engage actively in the Performance Management Review process.
* To ensure the effective/efficient deployment of classroom support
* To work as a member of Sixth Form team and to contribute positively to effective working
* To be reflective and to continually strive for self and team improvement
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| **Student Progress & Welfare** | * Monitor attendance and punctuality
* Keep reports of student behavior and oversee strategies for improvement
* Make contact with parents to discuss student behaviour
* Liaise with outside agencies
* Meet regularly with Deputy Head – student welfare
* Manage student review processes and procedures, including IEPs
* Use comparative data, together with information about student prior attainment to establish benchmarks, set and monitor targets for improvement
* Monitor the progress of individual students
* Coordinate end of year reports
* Take part in and help organise parents’ evenings
* Liaise with other schools to arrange student transfers and placements
* Arrange and promote activities within the Sixth Form
* Prepare and hold assemblies
* Get to know all the students in the Sixth Form as well as possible
* Keep in contact with parents of students in the Sixth Form
* Take steps to prevent bullying and support victims of bullying
* Promote the school’s equalities policies
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| **Staff Management & Wellbeing** | * Lead a team of staff/tutors to deliver a creative and challenging curriculum
* Monitor, assess and develop these staff, including undertaking observations and providing effective feedback
* Monitor staff well-being, attendance and punctuality
* Update staff on changes to school policy
* Be involved in decision making and policy development across the school
* Support the professional development of staff in the Sixth Form
* Induction/training of pastoral staff in the Sixth Form
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| **General duties & teaching responsibilities** | * Responsible for attainment and progress in curriculum subjects taught at Glebe, in line with agreed targets
* Helping to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children’s learning
* Planning and preparing lessons in order to deliver the curriculum ensuring effective breadth and balance
* Identifying clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
* Teaching lessons that are creative, engaging and inspiring for the pupils
* Helping to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety
* Organising and managing groups or individual students, ensuring differentiation of learning needs, reflecting all abilities
* Planning opportunities to develop the social, moral, emotional and cultural aspects of students’ learning
* To co-ordinate trips, visits and other activities e.g. transition week and to attend meetings at Wood Lodge
* Developing and maintaining a regular system of monitoring, assessment, record-keeping and reporting of student’s progress
* Ensuring lessons are catered to the needs of the pupils including personalised educational health care targets of the pupils
* To liaise with the transition coordinator and to attend transition meetings and joint reviews
* Ensure the classroom is well organised, tidy and that classroom display is educational and celebratory of pupils’ achievements
* Ensuring effective use of support staff within the classroom
* To participate in staff meetings and deliver presentations and training as required
* To communicate and consult with parents over all aspects of their child’s education – academic, social and emotional
* To partake in the quality assurance of Glebe and promote without prejudice the agreed policies of the school
* Communicating and promoting an exciting and stimulating shared Vision, which inspires and motivates students, staff and all other members of the school community
* Ensuring teaching and learning meets all statutory requirements as defined by Ofsted/ DFE, and other external bodies
* To do a break and lunch duty in the school week
* To work as a team player reporting directly to the Deputy Headteacher
* To maintain an up to date knowledge of key curriculum areas linked to role
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| **Other specific duties/****requirements** | * To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
* To comply with and enforce all policies and regulations relating to Child Protection and Safeguarding
* To comply with the School’s Health and Safety policy and undertake risk assessments as appropriate
* To understand and comply with data protection regulations
* To show a record of excellent attendance and punctuality
* To adhere to the school’s Staff Code of Conduct and dress code
* To undertake any other duties as reasonably requested by the Headteacher
* Satisfactory references and an enhanced DBS are required
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