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

|  |  |
| --- | --- |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |