

Job Description

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| **Post Title:** | Second in Sixth Form |
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| **Post Holder:** |  |
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| **Reporting to:** | Assistant Headteacher – Sixth Form |
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| **Responsible for:** | Responsible for   * The Sixth Form PSHE programme * Tracking and intervention of Sixth Form attendance * Ensuring all students reach their full potential * Managing associated data for year 12 and 13 * Ensuring interventions for students are in place and have a positive impact |
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| **Liaising with:** | SLT, teaching staff, pastoral team, parents, outside agencies |
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| **Working Time:** | Full-time |
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| **Salary/Grade:** | TLR2 |
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| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES**  **Second in Sixth Form**   * To deputise for the Head of Sixth Form as and when necessary * Coordinate, plan and monitor the impacts of the Sixth form PSHE curriculum and PSHE Days. * To be responsible for the Speaker programme for Sixth Form * To co-ordinate University visits for each year group * To co-ordinate the work experience process for all Year 12 students * To be responsible for the Sixth Form House competition * To communicate with parents about progress of Sixth Form students * In conjunction with the Head of Sixth Form, contribute to pastoral meeting agenda items * In conjunction with the Head of Sixth Form identify appropriate, personalised, interventions for students who are not making expected progress. * Contribute to the ongoing development of the Sixth Form curriculum and pastoral offer. * Liaise with pastoral and curriculum staff to identify, initiate, apply and review strategic progress interventions to ensure there is a positive impact upon progress. * Carry out lesson observations and provide appropriate feedback and initiatives to improve progress of sixth form students. * To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To undertake any other duties as required by the line manager | |
| As a middle leader:   * Drive up standards of teaching and learning across all subjects by playing an active role in the monitoring and evaluation programme * Promote and maintain standards across the whole school community by leading by example * Support of self-evaluation through collection and collation of targets and data analysis * To promote equality as an integral part of the role and to treat everyone with fairness and dignity * To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role * To promote the welfare of children and to support the school in safeguarding children though relevant policies and procedures.   **Teaching and Learning**   * To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students which meets internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. * To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, curriculum and school procedures. * To mark, grade and give written/verbal and diagnostic feedback as required. * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and subject * To contribute to the Curriculum Area and subject’s development plan and its implementation. * To plan and prepare courses and lessons. * To contribute to the whole school’s planning activities. * To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and use information to inform teaching and learning. * To communicate effectively with the parents of students as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the school. * To follow agreed policies for communications in the school. * To be responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the school in meeting its legal requirements for worship. * To promote actively the school’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health and safety policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by STPCB not mentioned in the above.   **Staff Development and Recruitment/ Deployment of Staff**   * To take part in the school’s staff development programme 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 a designated team and to contribute positively to effective working relations within the school.   **Other Specific Duties**:  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  *This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title* | |

March 2019

**This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.**