

JOB DESCRIPTION



Head of Sixth Form

**Teacher Salary + TLR 1B Allowance
To Start Sept 2021**

Line Manager: Headteacher
Responsible for: Assistant Head of Sixth Form and Sixth Form Team

CONTEXT

This post is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document. Performance of these duties is under the reasonable direction of the Headteacher.

It is expected that staff at Clevedon School agree with, abide by and promote the aims and objectives of the school.

The school's vision statement is: '**Be Kind. Be Brilliant**'.

All staff should interact on a professional level with stakeholders. Clevedon School is an institution where each member is valued as part of the school, committed to equality of educational opportunity.

A. MAIN AREAS OF DUTY

- i. The day to day management of the Sixth Form to facilitate high standards of achievement for all students.
- ii. To be responsible for the implementation of whole school policies within the Sixth Form.
- iii. To lead the team of Sixth Form tutors in developing the pastoral side of the Sixth Form.
- iv. To have responsibility for the UCAS application process within the school.
- v. To work with the Sixth Form student committee in order to facilitate student voice and active participation by the students themselves in all areas of Sixth Form life.
- vi. To coordinate, with the tutor team, Sixth Form mentoring including the school's two Academic Mentoring Days and on a day to day basis.
- vii. To contribute positively to the whole school vision including working directly with the Leadership Team in the planning and delivery of whole school improvement projects.
- viii. Guidance and support and maintaining a positive learning environment to ensure all students follow the expectations published.

B. SPECIFIC DUTIES AS HEAD OF SIXTH FORM

- i. Take responsibility for the coordination of the mentoring process throughout Sixth Form life, including Academic Mentoring Days and report data analysis.
- ii. To manage all pastoral matters with regard to Sixth Form students at Clevedon. To work with external agencies where appropriate.
- iii. To plan and coordinate the induction programme for the Sixth Form. To work in conjunction with the Heads of House to ensure a smooth transition from one part of the school to another.
- iv. To manage the school UCAS applications process working together with the tutor team. This involves running the Inspiring Futures week in the July of Lower Sixth which focuses on the preparation for the world of work and university life.
- v. To coordinate the Sixth Form assembly timetable. This involves liaising with both internal and external parties.
- vi. To work with a range of Universities to encourage work with their outreach team.
- vii. To work with the student committee developing 'student voice' in all areas of Sixth Form life.

- viii. To develop a broad extra-curricular and enrichment programme. To work with other local schools in order to produce a high quality programme for the students to have access to.

C. SPECIFIC DUTIES AS A TEACHER

- i. Fulfil responsibilities as a teacher through effective planning and preparation for lessons. Using schemes of learning as active documents by annotating after any module and contributing lesson plans and materials for use by other staff.
- ii. Using prior data to effectively plan lessons to meet the need of all students in the class including those identified as Pupil Premium. Identifying those with Special Educational Needs or Gifted and Talented in the Teacher Planner.
- iii. Completing all assessment records to meet reporting deadlines and using Triple Impact marking (TIM) as the tool to communicate progress and targets on a regular basis to students and parents. Keeping accurate information on student progress in the Teacher Planner.
- iv. To work with students in the spirit of the school's ethos of 'positive relationships' and 'mutual respect'. Ensure all stages are followed and the teacher involved deals with the majority of issues (even if the matter has been passed to the Subject Co-ordinator).
- v. Using the Rewards Policy as outlined by the school. This includes the issuing of Merits and House Points if appropriate, and sending letters and postcards home.
- vi. To ensure any incidents of bullying are treated seriously and the matter dealt with promptly using the school's agreed procedures.
- vii. To attend and participate in meetings with colleagues as required in a professional manner following the agenda as published. In addition attending meetings with parents, representatives of other educational providers, external agencies or other professionals as required and relevant.
- viii. To carry out interventions when deemed appropriate or directed by Line Manager such as meeting with student, target reviews, meeting with parents, letters home etc.
- ix. To attend Academic Mentoring Days and Parents' Evenings to discuss progress and targets with students and parents.
- x. Engaging positively in the Self-Evaluation programme and ensuring any documentation or information is readily available for scrutiny. Participating in self-evaluation within subject area and contributing to actions identified from reviews.
- xi. Participating in all CsPD offered by the school including Inset Days which may be in the form of twilight sessions.
- xii. All staff should carry out their duties in accordance with the professional standards appropriate to their place on the pay spine. This will be reviewed as part of the appraisal process.
- xiii. To carry out a share of supervisory duties as identified in published rotas or detailed by the Headteacher and other reasonable duties as requested.

AND IN ADDITION

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

NOTES

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.