

# Job Description

Establishment: John Port School
Post Title: Head of Sixth Form and Teacher
Grade/Pay Range: L10-L14
Hours/weeks: Full Time
Reporting to: Headteacher
Department/Team: Sixth Form

## Overall Purpose of Post:

To raise standards of teaching, learning, attainment and achievement within the Sixth Form and ensure the academic, intellectual, spiritual, moral and physical wellbeing of the students.

The post:

- is focussed on teaching and learning
- requires the exercise of a teacher's professional skills and judgement
- has an impact on the educational progress of students other than the teacher's assigned classes, or groups of students.
- involves leading, developing and enhancing the teaching practice of other staff.

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document. These responsibilities are to be taken as additional to the responsibilities and expectations of main scale teachers within the school, which the post holder is expected to uphold.

## Main Duties and Responsibilities

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

## Duties and Responsibilities of a Teacher

- Strive to create a stimulating and well-managed classroom atmosphere within which students gain success, interest and motivation.
- Plan and deliver consistently good lessons where students make progress.
- To monitor student progress and intervene where appropriate, completing personal intervention plans where directed.
- To be aware of the performance of pupils in target groups (PP, SEND) and put strategies in place to 'close the gap'
- To input accurate and reliable data into the school MIS.
- To participate fully in school and faculty review processes as well as Performance Management
- Strive to operate as an effective member of the faculty.
- Follow the School Assessment Policy on the setting, marking, recording and reporting of students' work.
- Prepare lesson material fully and in good time following faculty policy.

- Strive to deliver lesson material with due regard to broader issues, particularly with respect to equal opportunities.
- To complete additional tasks as directed by the appropriate Director of Teaching and Learning.
- Attend Faculty meetings and become involved in any aspect of the faculty's cross-curricular work.
- Perform statutory break and bus duties as required.
- Act as a Form Tutor as required, as an effective member of the guidance team responsible to the appropriate Head of Year/Pastoral Manager.
- To participate in recording and assessment activities.
- To participate in meetings with parents.
- To play an active role in any new learning initiatives undertaken by the faculty.
- To promote and encourage good behaviour on the part of students during the school day.
- To assist with the setting, preparation and marking of internal examinations.
- To be responsible for displays in the room or area where most teaching takes place.

### **Strategic Direction and Development**

- To lead the development of the Sixth Form, in line with the strategic development of the school.
- To support and promote school improvement, as expressed in the school vision and development plans.
- To be involved in the target setting process for the Sixth Form cohort.
- To represent the Sixth Form team at Leadership and other meetings, as appropriate.

### **Operational**

- To lead the day-to-day management of the Sixth Form team, ensuring consistency in the implementation of school policy and procedure.
- To lead Sixth Form team meetings, ensuring that the agenda is dominated by learning and teaching issues.
- To maintain an up to date Sixth Form Development plan.
- To complete self-evaluations and reports as required
- To ensure that the administration and management of the Sixth Form team is efficient and effective, with all Sixth Form team staff being fully aware of all appropriate procedures and other administrative matters.
- To develop and promote extra-curricular opportunities for students to enhance students learning experiences.
- To complete end of school references for the purposes of university, apprenticeship, and work placement applications.
- To carry out supervisory duties in accordance with published rosters.

### **Teaching and Learning**

- To implement strategies for raising and maximising attainment within the Year cohort.
- To be responsible for student performance and behaviour within the Year cohort, supporting other staff in the pursuit of excellence and the promotion of school behaviour policies, and to maintain a high profile in doing so.
- To use performance and assessment data to raise student attainment and achievement.
- To ensure that, where appropriate, teaching within the Sixth Form contributes to the personal, social and health education of students.
- To liaise with other staff regarding the progress of individual students and groups.
- To liaise with parents, as necessary and in accordance with school policies, regarding the progress and performance of their children.

### **Staffing and resources**

- To organise and manage interventions to achieve excellence in progress, attainment, attendance and behaviour.
- To organise and manage transition between Years and Key stages in liaison with the Senior Leadership Team.
- To undertake Appraisal and Performance Management for all staff that the post-holder line manages and

appropriately manage any underperformance with support from the Trust HR Manager.

- To be responsible for the recruitment and induction of new members of staff in the Sixth Form, in liaison with the Leadership Team.
- To promote teamwork and effective working practices within the Sixth Form.
- To be responsible for the day-to-day management of staff within the Sixth Form.
- To make arrangements for classes when staff are absent, ensuring that registration is covered.
- To ensure the safety and well-being of students and staff within the Sixth Form environment.

### Monitoring and evaluation

- To monitor the work of members of staff within the Sixth Form including the recording and follow up of homework.
- To observe staff within the Sixth Form, during registrations, reporting on the observations to the member of staff observed and the Sixth Form line manager or the Headteacher.
- To monitor the work of students through scrutiny of class and homework, assessment data and dialogue.
- To ensure that all appropriate school policies are followed.
- To contribute to the school's self-evaluation procedures, including Sixth Form reviews and the Sixth Form's self-evaluation.
- To complete an annual Sixth Form development plan, in line with the school improvement plan.
- To provide information, data and reports on the performance of the Sixth Form to the Headteacher, Leadership Team and Governing Body, as required.
- To monitor attendance and punctuality and work with parents/carers, the attendance officer and senior staff in achieving high levels of attendance and punctuality.

### Accountability

- To be accountable to the Headteacher and Academy Trust for the performance of the Sixth Form.

### General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.
- To ensure that all appropriate health and safety checks, including risk assessments and procedures are updated and carried out effectively.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name of Postholder:

Signature:

Date:

# Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Qualified Teacher Status and evidence of appropriate subsequent in-service training.	√	
Proven experience of leading and managing change at an appropriate level including the curriculum, classroom organisation and administration in a school.	√	
Proven experience of high standards of classroom practice and of teaching area of responsibility (a consistent record of good and outstanding classroom observation records).	√	
Maintaining and tracking student progress and development	√	
Preparing students for qualifications and external examinations	√	
Managing student behaviour effectively	√	
Applying school policies and procedures	√	
Participating in extra-curricular activities	√	
Participating in school meetings	√	
Working with parents to improve the educational outcomes for students	√	
Liaising with other professionals	√	
Undergoing regular observations	√	
Participating in INSET and CPD sessions	√	
Continually improving personal subject knowledge	√	
Producing and using curriculum materials and resources	√	
Undertaking pastoral duties	√	
Successfully meeting the Teacher Standards	√	
Supporting and supervising the work of Teaching Assistants	√	
<b>Knowledge and skills</b>		
Evidence of a commitment to excellence and the maximising of academic and personal achievement for all students.	√	
Evidence of the ability to define effective measures for the performance of students and classes and to keep these measures under systematic review.	√	
Evidence of knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within the school.	√	
Evidence of the ability to maintain effective classroom discipline in a positive context and to promote well-ordered and self-disciplined behaviour throughout the school.	√	
Ability to work calmly under pressure	√	
Evidence of the ability to communicate clearly both orally and in writing with students, parents and colleagues.	√	
Ability to work collaboratively with others	√	
Ability to work within school based systems and specified timelines	√	
Evidence of additional recent and continuing professional development	√	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems		√
SIMS management information system		√
A range of teaching and learning strategies that can ensure the academic progress of all students	√	
National Curriculum and Exam board specifications	√	
Methods to accurately assess, monitor, record and report student performance	√	
The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, Safeguarding and SEND	√	
<b>Personal qualities</b>		
Evidence of the personal and intellectual qualities required to set an example to others and to lead a team.	√	
Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.	√	
Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community. To work co-operatively with the staff of the Local Education Authority and relevant agencies as required.	√	
The ability to maintain strict confidentiality	√	
A diplomatic and patient approach	√	
Initiative and ability to prioritise own work and that of others to meet deadlines	√	

Efficient and meticulous in organisation	√	
Able to follow direction and work in collaboration with the leadership team	√	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	√	
Ability to evaluate own development needs and those of others and to address them	√	
Commitment to the highest standards of child protection and safeguarding	√	
Recognition of the importance of personal responsibility for health and safety	√	
Commitment to the Trust's ethos, aims and whole community.	√	
<b>Educational and Curriculum Matters</b>		
An understanding of the different ways in which children learn and the appropriateness of a variety of teaching styles to meet the individual learning needs of each child.	√	
Evidence of good organisational skills to create and maintain a stimulating and attractive learning environment.	√	
Evidence of the ability to organise successfully the curriculum for a class of students of mixed abilities, aptitudes and educational needs through planning, preparation, monitoring and assessment.	√	
A thorough knowledge of the area of responsibility including its specific requirements in relation to the National Curriculum and learning strategies for children of all abilities.	√	
Evidence of good general knowledge of the requirements of the National Curriculum.	√	
<b>Health, Safety and Safeguarding</b>		
An understanding of the responsibility of the class teacher with regard to the health and safety of students in their care.	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√	
Ability to deliver services to customers meeting the school's standard for customer care.	√	
A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	√	
A commitment to deliver services with the framework of the school's equal opportunities policy.	√	