# https://lh5.googleusercontent.com/UszgJfyQFjsz_B8RCQ9sStmIQU4PckZea68NLAdhJ9iI3JutOptJqhccRbch7cnjYWq1t4u5ppzdbe6gKjj_kegXRgssgP6peLJot0ZN4OV1S009kcIIBKSWpcRqEZt2Zt4wiCzN

Academies Enterprise Trust

**Job Description**

**Job Title:** Head of Sixth Form

**Location: Felixstowe Academy**

**Hours of work: Full time**

**Reports to:** Principal via the Vice Principal for School Improvement

**Purpose of the Role:**

To lead the development of academic support and pathways, to enable improvements in attainment and progress in KS5.

To oversee leadership and management of the pastoral support provision for KS5, including Children in Care.

Generic duties relevant to all members of teaching staff

**Responsibilities:**

**Area of Accountability A:**

* **To lead key raising standards strategies to improve progress and achievement in the Sixth Form**

Implement the key strategies for Improvement:

* To lead on developing the ethos and culture within the Academy to reflect high standards and aspirations - leading to improved outcomes for students in KS5;
* To assist the Assistant Vice Principal for Teaching and Learning in embedding robust systems of monitoring and bespoke support to ensure the quality of teaching and learning is 100% good or better at KS5;
* To work with the Academy data team, contributing to the development of procedures and systems to enable staff to improve assessment procedures and so improve Attainment and Progress measures across the Sixth Form;
* To develop and embed appropriate assessment, recording and reporting systems in line with the Academy policy relating to this area using PiXL6 to identify interventions using fine grading and PLCs;
* To take an operational lead to ensure that the data linked to the Academy Census is complete and accurate for KS5. This includes ensuring that the course allocations and codes are correct to ensure that the information is accurate to inform the Census, and in turn, funding;
* To lead on the organisation of progress evenings and induction events at KS5;
* To have oversight of and be accountable for relevant KS5 celebration events;
* Attend PiXL6 meetings and relevant conferences and present information to the Senior Leadership team.
* To support the annual curriculum review of the Sixth Form and inform staff of any significant curriculum changes, at National level, particularly relating to Key Stage 5
* To use all data sources reporting on attainment and progress (PiXL, ALPS, PANDA, internal data systems etc) to inform analysis of performance within KS5 and identify interventions required.

**Area of Accountability B:**

**To lead the development of academic support and pathways, to enable improvements in attainment and progress in KS5.**

* To advise students on their choices of subjects between KS4 and KS5, and offer further advice and guidance when they leave at the end of their Sixth Form experience;
* To adequately monitor Sixth Form tutors to ensure that they are supporting students in regards to their progress, attendance and post-KS5 options;
* To lead and monitor the UCAS application process to ensure consistency and fair access to suitable CIEAG;
* To liaise with the Coordinator of CIEAG regarding support for Sixth Form students, including work experience;
* To liaise with Inclusion staff and other Senior colleagues on matters concerning SEN, EAL and High Prior Attaining students in order to provide intervention strategies;
* To manage Academy mentoring programmes for KS5;
* To assist with monitoring and evaluating of the formal curriculum experience of the students in KS5, in line with the Academy Teaching and Learning Policy;
* To take a lead on researching and supporting others to implement and deliver appropriate traditional, vocational, apprenticeship and other alternative provision opportunities relating to Key Stage 5;
* To take a strategic and operational lead in developing industry and community links relating directly to learning opportunities for our students, at Key Stage 5.

**Area of Accountability C:**

* **To oversee leadership and management of the pastoral support provision for KS5**
* To minimise disruption to teaching and learning by ensuring high standards in regard to behaviour in line with the Academy’s Discipline with Dignity Policy liaising with Leaders of Learning, classroom teachers and tutors;
* To work with the Senior Leadership Team, Subject Leaders and the Assistant Head of Sixth Form to ensure consistency across the Academy with the management of student behaviour and standards;
* Line management of the Assistant Head of Sixth Form, providing regular line management minutes to the Vice Principal using an agreed format;
* To maximise learning time by ensuring punctuality and safe movement around the Academy; through the maintenance of adequate systems for monitoring attendance, taking effective action where necessary to ensure students attend lessons;
* To analyse weekly data on behaviour and attendance in KS5 to inform interventions;
* Oversight of the bursary agreements managed by the Assistant Head of Sixth Form;
* Liaison with external agencies to access external support, as required;
* Be responsible for all aspects relating to Children in Care (CIC) at KS5;
* To act as an Alternate Designated Safeguarding Lead, following appropriate training.
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**Area of Accountability D**

**Generic duties relevant to all members of Teaching staff.**

* To teach students according to their individual educational needs assigned in their allocated classes;
* To control and oversee the use and storage of books and other teaching materials provided for class usage;
* To maintain discipline in accordance with the rules and disciplinary systems of the Academy;
* To contribute to Department meetings, discussions and management systems necessary to co-ordinate the work of the Department and integrate this into the work of the Academy as a whole;
* To promote equal opportunities within the Academy and to seek to ensure the implementation of the school’s equal opportunities policy.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/Teachers’ Pay and Conditions.

2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

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**Person Specification**

**Job Title: Assistant Vice Principal**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | A good degree or its equivalent  Qualified Teachers Status |  |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | Recent and successful senior or middle leadership  Experience in Secondary Education  Be an outstanding classroom practitioner with evidence of high achievement in teaching across the key stages  Sound knowledge of recent legislation and developments within teaching and learning | Knowledge and understanding of Ofsted Inspections  PiXL raising standards strategies |
| **Skills** | Line management responsibilities | Evidence of good leadership and management skills  Excellent IT skills  Evidence of interpersonal skills and the ability to relate closely with wide ranging groups of people |  |
| Forward and strategic planning | Ability to work individually and as part of a team  Ability to make a significant contribution to strategic and whole Academy management |  |
| Abilities | Ability to be able to think creatively and innovatively  Be solution focused  Ability to deliver constructive criticism  Ability to promote a wide range of teaching methodologies |  |
| **Personal Characteristics** | Behaviours | Effective behaviour management strategies combined with high expectations of students’ behaviour |  |
| **Special Requirements** |  | Successful candidate will be subject to an enhanced Disclosure and Barring Service Check  Right to work in the UK  Evidence of a commitment to promoting the welfare and safeguarding of children and young people  Passion for Teaching Learning  Ambition and drive to support the Academy on it’s journey through Good to Outstanding  This post is subject to receipt of a Disclosure and Barring Service Certificate.  Evidence of a commitment to promoting the welfare of safeguarding children and young people | Clean full UK Driving Licence |