

JOB DESCRIPTION

POST: Assistant Headteacher: Head of Sixth Form

Deputy Heads/Assistant Heads are committed to a shared vision of excellence and equity in the school, have high expectations and help to set and achieve challenging targets. They have the ability to think strategically, to inspire, challenge and motivate others and actively to promote the ethos of the school.

They lead effective learning and teaching within the school, participate in school self-evaluation and securing accountability and are committed to developing themselves professionally and working with others. Members of the leadership group also contribute to the efficiency and management of the organisation, maintain routines and attend meetings as required. They have shared responsibility for staff and pupil well being, pupil discipline, effective communication with staff, pupils, parents and outside agencies and help to maintain the rich extra curricular life of the school.

Assistant Head teaching 45%

The Head of Sixth Form has a strong support team currently consisting of a Key Stage 5 Co-ordinator (to whom some of these responsibilities are delegated), a team of Sixth Form Tutors, and a Sixth Form Administration team of two. The collegiate nature of the SLT is also to be relied upon.

I Principal Responsibilities:

1. Post -16 Curriculum Development

- to establish, promote and communicate clear curriculum intent for the Sixth Form
- to monitor implementation of the curriculum, through Heads of Department, tutors etc.
- to review the impact of Sixth Form provision in order to plan forward
- to lead on the school's commitment incrementally to raise value added at KS5
- to keep up to date with national developments and to lead initiatives as appropriate

2. Monitoring academic and pastoral progress

- to lead a team of tutors (currently 14)
- to oversee termly academic 'tracking' of all sixth formers, to note trends and monitor individual progress
- to analyse external examination results annually (using ALPs & Level 3 Value-added analysis), and to work with Heads of Department to ensure appropriate follow-through
- to guide Sixth Form Tutors in the use of tutorial time and read all tutorial records
- to follow areas of concern, and in particular monitor and support the progress of underachievers & the very able
- to safeguard the welfare of KS5 students in line with 'Keeping Children Safe in Education'
- to work with the Designated Safeguarding Lead to support KS5 students identified as being at risk
- to hold individual consultations with students and parents as required
- to co-ordinate attendance checks

3. Maintaining quality of sixth form life

- to produce sixth form calendars - Year 12 and Year 13
- to run weekly year assemblies and arrange a programme of visiting speakers as appropriate
- to liaise regularly with Senior Prefects ('Silver Badges'), Form Prefects etc.
- to monitor the use of Sixth Form facilities with the help of the Learning Support Assistant and tutors
- to monitor students' involvement in Clubs and Societies
- to co-ordinate Sixth Form involvement in events such as Clubs & Activities Fairs (Sept), School Birthday (Sept), Prize Giving, (Nov) Year 13 Leavers (Dec), Pantomime (Dec), Handover Assembly (Spring), Leavers' Assembly (Summer)
- to be the Senior Staff representative at School Council

- to take a share of whole school assemblies
- to co-ordinate selection of prefects and the election of the Senior Prefects team (this currently involves a leadership training day)
- to liaise with outside agencies as required
- To oversee the distribution of the 16 – 19 bursary
- To have oversight of the Enrichment programme and Voluntary Service
- To have oversight of the delivery of the Extended Project Qualification (EPQ), developed by the EPQ Co-ordinator
- To establish a consistent system of KS5 rewards and sanctions

4. Sixth Form Applications

- to market our Sixth Form both to internal and to prospective external candidates, developing the use of social media to reach our target audience
- to work towards an agreed target intake, annually
- to maintain the on-line Sixth Form Prospectus & Curriculum booklet in consultation with Deputy Head
- to provide perspective students (Year 11) with appropriate insights into Sixth Form life. [Currently through Open Mornings, Opportunities Evening, Step up to the Sixth Form Day, Offer Holder Day etc.]
- to agree (with the Headteacher / Deputy) conditional offers
- to check results against admissions criteria and arrange acceptance/refusal letters (August)
- to organise induction events (for externals in July and for all students in early September)

5. Higher Education Links

- to plan and co-ordinate the Higher Education programme, in consultation with Work Related Learning Co-ordinator, and advice for students, including Oxbridge entrance.
- to work with the Work Related Learning Co-ordinator to raise awareness of other Post-18 routes such as apprenticeships
- to oversee UCAS applications (through tutors) and prepare a final draft of all references for the Headteacher
- to maintain university and college links, networking to the advantage of our students

6. School Curriculum:

- to maintain oversight of three or four specific departments, including the performance management of the Head of Department, discussions about departmental improvement plans and monitoring departmental finances
- to carry out departmental reviews / “deep dives” of those departments (3 year cycle)

7. Communications:

- to maintain areas of the web site pertaining to areas of responsibility, as identified in this job description
- to oversee the operation of Sixth Form Parents’ Evenings
- to report periodically to governors on areas of responsibility, as identified in this job description

8. Personnel

- to oversee the work of the Key Stage 5 Co-ordinator and the Key Stage 5 Administrator (and through her the Key Stage 5 Assistant) in the management, administration and organisation of the Sixth Form

9. August:

- A-Level Results day, GCSE results day, and External admissions day

Additional Specific Responsibilities:

To be a subject teacher and to carry out ‘related duties’ in accordance with the general job description of Subject Teacher.

This job description may be amended at any time after consultation with you.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment