

Job Title:	Assistant Head of 6th Form (QE6)
Responsible to:	Director/SLT Link
Grade:	As agreed
Hours of Work:	Full time hours (or part time as agreed if requested)
Line Management of:	Department Teachers, Technicians (if applicable)

This job description is in addition to the Teacher's Job Description

Purpose of post

The Assistant Head of 6th Form will take lead responsibility for providing operational leadership of the QES 6th Form (QE6) to secure:

- Consistently high-quality teaching
- Consistent implementation of school policies and procedures
- Effective use of resources
- High standards of learning, progress and achievement for all

Principle Responsibilities:

Strategic direction

- Support the Deputy Headteacher: QE6 to develop and implement policies for the 6th form in line with the school's commitment to high-quality teaching and learning and outstanding pastoral care
- Support the Deputy Headteacher: QE6 to develop and review regularly the vision, aims and purpose for the 6th form
- Actively promote QE6 to the school, local and wider communities
- Have a good understanding of the support required for students in QE6 and the impact of this on student achievement, through robust monitoring and evaluation
- Use this understanding to feed into the school development plan and support the Deputy Headteacher: QE6 produce an action plan for the subject
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values
- Consult students, parents and staff about the 6th form and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the appropriate colleagues in school to ensure the 6th form provision matches the needs of different students, such as disadvantaged students, EAL students and those with special educational needs and/or disabilities (SEND)
- Promote careers education and the application of students to higher education
- Contribute to the broader life of the school by supporting and leading curricular and extra-curricular events

Operational leadership

- Oversee the planning for the delivery of the 6th form provision
- Liaise with directors and subject leads to ensure that the curriculum for the 6th form is delivered effectively
- Support the examinations team and act as Quality Nominee for BTEC courses to ensure there is an effective system of assessments that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- With the examinations team ensure that all public examinations are managed appropriately
- Support staff in the management and monitoring of conduct and attendance in the 6th form
- Keep up to date with developments in post 16 education to ensure all statutory requirements are met and good practice is observed
- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school
- Support the admissions process for QE6
- Act as quality Nominee for BTEC subjects

Marketing and external links

- Actively promote the 6th form within the school community to encourage students' interest joining QE6
- Contribute to the positive promotion and marketing of the school in the local and wider community
- Proactively build external links and contribution to events

Leading and managing staff

- Line manage staff as directed by the Deputy Headteacher: QE6
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Support SLT in monitor teaching and learning in 6th form lessons by visiting lessons, scrutinising work, plans and learning platforms and talking with students to assess learning across KS5 lessons
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) related to KS5 teaching
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for appraisals, appraising staff in line with the school's policy
- Contribute to timetabling and manage grouping of students

- Be a role model for standards and ensure that the team consistently demonstrate the expected standards and behaviours

Efficient and effective deployment of resources

- Co-ordinate the provision of QE6 resources including appropriate books, ICT resources and other materials
- Create a safe, welcoming environment
- Audit, check and manage resources to ensure they are up to date and match student and curriculum needs. Ensure an up to date inventory of resources is kept and replenished in advance so as to obtain best value
- Co-ordinate appropriate resources for off site learning where this is required to ensure the curriculum can be delivered to students learning off site

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The postholder may be required to carry out appropriate duties within the context of the job, skills and grade.

The Headteacher/SLT may vary the duties from time to time without changing their general character or the level of responsibility entailed.

The school is committed to safeguarding and promoting the welfare of students, and requires all staff to share this commitment. Thus an enhanced, in date, DBS disclosure will be required for all staff and volunteers as appropriate to their post.