



Assistant Principal Elutec UTC Head of Sixth Form

Job Description

Job title:	Assistant Head Teacher – Head of Sixth Form
Salary:	Competitive
Member of staff responsible to:	Principal, Elutec UTC
Members of staff responsible for:	All members of the 16+ leadership, support and administrative team

Note: This job description will be reviewed annually, as appropriate.

Purpose of the job:

To be responsible for all aspects of 16+ student attainment, achievement and progress on at Elutec UTC Sixth Form and, alongside the Principal, to play a leading role in the continual improvement, strategic development, leadership and operational management of the Elutec UTC as part of a pro-active and well-motivated School Leadership team.

Main Responsibilities:

STUDENT ACHIEVEMENT, ATTAINMENT AND RECRUITMENT

- Maximise the attainment of all 16+ students through focused and effective leadership and management, with the aim that the vast majority of students reach or exceed their academic minimum expected progress targets.
- Raise and continually improve the quality of 16+ teaching and learning through pedagogical leadership, innovation, challenge and support and the promotion and sharing of excellence in 16+ classroom practice, with the aim that the vast majority of 16+ teaching demonstrates positive value-added progress and is rated outstanding under Ofsted criteria
- Maximise student recruitment to Elutec by leading and managing the recruitment process in liaison with other appropriate staff, including ensuring that all students are placed on appropriate courses, so that agreed recruitment targets are met or exceeded

- Maximise 16+ student retention and course completion, so that agreed retention and course completion targets are met or exceeded
- Maximise the number of 16+ students progressing to Higher Education by overseeing the University application process and activities post-16 to raise aspirations for H.E., so that agreed targets for progression to H.E. are met or exceeded, including an increasing number of students entering Russell Group or similar institutions
- Maximise the number of 16+ students progressing to Apprenticeships by overseeing the Apprenticeships application process, so that agreed targets for progression to Apprenticeships are met or exceeded
- Ensure the timely and accurate collection of attainment, attendance and behaviour/attitude data for 16+ students throughout the academic year
- Lead and manage the on-going analysis of 16+ data on attainment, attendance, behaviour/attitude and Student Voice throughout the year and the instigation of appropriate intervention, challenge and support, both in respect of individual students who are identified as under-achieving and any teaching groups causing concern
- Play a leading role in the analysis of public 16+ examination results, to identify any patterns of under-achievement, and take the lead on any remedial action which may be necessary in liaison with other appropriate staff

LEADERSHIP AND MANAGEMENT

- Play a leading role in the continual improvement, strategic development, leadership and operational management of the sixth form, working under the leadership of the Principal and alongside other members of SLT, as part of a pro-active, positive, collaborative and well-motivated School Leadership Team.
- Lead by example, provide inspiration and motivation, and communicate to students, staff, governors and parents the School vision and purpose
- Provide pro-active, energetic and positive strategic and operational leadership to the 16+ leadership, support and administrative team with the school vision and purpose
- Effectively lead and manage the 16+ tutor team and pastoral programme
- Effectively lead and manage the sixth form management team
- Ensure that the 16+ provision, across all its aspects, is effectively monitored, reviewed and evaluated, leading to the production of an annual 16+ Ofsted Self-Evaluation Form and 16+ Development Plan and appropriate contributions to the whole school SEF and Development Plan.
- Ensure that the physical environment in the 16+ area is supervised, well-maintained, welcoming, stimulating and safe and provides appropriate facilities for effective study and social interaction

- Ensure that public examination results are released efficiently to 16+ students, in accordance with agreed protocols, including appropriate personal presence during the summer examination results period

STUDENT CHALLENGE AND SUPPORT

- Create and maintain a positive ethos amongst 16+ students and staff, characterised by mutual respect and encouragement, a focus on effort and attainment, and enthusiastic involvement in school life in its widest sense
- Establish and maintain high standards of behaviour and appearance amongst 16+ students
- Ensure high levels of 16+ attendance on their site, so that agreed targets are met or exceeded.
- Reduce the percentage of 16+ students becoming NEET by improving on and then maintaining high retention rates from Year 11 into Year 12 and from Year 12 into Year 13 and ensuring effective Information, Advice and Guidance is provided in liaison with Connexions and others inside and outside school agencies
- Ensure effective dialogue with parents as key partners in success for 16+ students
- Take a lead role in creating an ethos in the 16+ provision which celebrates diversity, encourages cultural cohesion and provides opportunities to reflect on social, moral, spiritual and cultural issues
- Widen the horizons of 16+ students by developing and overseeing a programme of extra-curricular activities, including cultural, educational, social and sporting events, trips and visits and involvement in the wider community, both within the sixth form and as part of a co-ordinated whole school programme
- Lead the 16+ Assembly programme

OTHER

- Teach up to 12 hours per week
- Undertake any other duties which may be reasonably required within the general level of responsibility of the post.