

THE HOLT SCHOOL

Holt Lane
Wokingham
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www.holtschool.co.uk

Assistant Headteacher Head of Sixth Form

Required September 2020

L11-15

Required for September 2020, an outstanding, energetic and well-qualified teacher with experience of teaching A level, who has the ambition and drive to join our Senior Leadership Team and to develop and deliver an ambitious vision for our Sixth Form.

We are looking for a middle leader with a proven track record of excellent exam results within their department and who is ready to move on to the next stage of their career.

The ideal candidate will be able to demonstrate how their initiative and ability to lead teams has brought about success in their subject/school.

They will understand the needs of young adults and the pressures and choices they face not only with their studies but also with post 18 destinations; university and work readiness/ future careers. They will inspire our students to be the best they can be.

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Mrs Katie Warner HR Assistant for more information about this post and to arrange a visit.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service Check.

Closing Date: 9am on 25th February 2020

Interview Date: 9th March 2020

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February 2020

Dear Applicant

Thank you for your interest in the post of Assistant Headteacher Head of Sixth Form. We are proud to invite applications to our exciting, forward looking and ambitious school. Students and staff alike are fully committed to achieving their best in and out of the classroom; there is an atmosphere of mutual respect.

The Senior Leadership Team comprises two Co-Headteachers, three Assistant Headteachers and our School Business Director. The skills and experience of the senior team are wide and varied. The Holt is a special place and it is very important that the person appointed fits into the ethos and drive of the school. The main responsibility will be leading the sixth form and other SLT responsibilities will be agreed on appointment.

In addition to your letter of application, please explain how you would improve The Holt's value added score at A level.

The shortlisting of candidates is due to take place on 25th February 2020 and the interviews will be held on Monday, 9th March 2020. Candidates will be asked to teach a lesson and make a presentation, in addition to a number of panel interviews.

We look forward to receiving your application. If you would like to discuss the post informally, or visit the school please contact Katie Warner our PA on 0118 978 0165.

Yours sincerely



Anne Kennedy
Co-Headteachers



Katie Pearce

THE HOLT SCHOOL JOB DESCRIPTION



Job Title: Assistant Headteacher; Head of Sixth Form	Name:
Reports to: Co-Headteacher	Issued/Reviewed:
Pay Scale: LS 11-15	FTE: 1
Employment Status: Permanent	
Allowance:	

To be line managed by: Co-Headteacher

1. **Teaching and Learning:** (18/50 teaching periods)

- To be responsible for the planning, delivery and assessment of differentiated, challenging lessons as outlined in the HOLT guide
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning, assignments and/or NEAs in line with department/faculty policy
- To provide accurate, developmental written and oral feedback to students
- Communicate effectively with parents through Frog reviews, parents consultation evenings and with pastoral team including tutors and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance and progress and ensure the consistent application of B4L

2. **Leadership Responsibilities**

- Member of the Senior Leadership Team
- Head of Sixth Form and leadership of Sixth Form Team
- To be first point of contact for all collaboration at Sixth Form level
- Leadership of the Extended Project Qualification.
- Teaching & Learning in the Sixth Form including coaching programme of students and membership of the Teaching & Learning group
- Monitoring progress- assessment week/ ALPs blue meetings/liaising with parents/ data analysis
- Oversight of tutor team and personal tutoring
- Oversight of seminar programme but in charge of Teaching & Learning sessions
- Coordinate UCAS programme
- Organise Post 18 evening
- Marketing and publicity of sixth form – website updates/visits
- Sixth Form open evening
- Parent information evenings – Year 12 and 13
- Oversight of work placement engagement i.e. external speakers, WEX, community outreach
- Recruitment of prefects
- Line management of key departments
- More Able – whole school
 - KS3 (passports)
 - KS4 (mentoring)

3. Pastoral Support

- To be the leadership link for Sixth Form
- To coordinate and oversee prefects during the lunch hour
- To attend assemblies / activities undertaken by Sixth Form

4. Professional Development

- To actively engage in the appraisal process
- To participate in CPD activities in school
- To pursue own interest/development with regard to subject knowledge and teaching methods.

5. Life of School

- To support the ethos of the school and to be a role model
- To comply with the School's Health and Safety Policy
- To carry out duties as published

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder

Signed: Date:
Co-Headteacher



PERSON SPECIFICATION

The Governors are looking for candidates who can demonstrate most of the following qualities, experience and skills:

General Requirements:

- will be an experienced and successful Middle Leader
- have a broad experience of the full range of responsibilities at middle/ senior leadership level
- be an outstanding teacher who has a highly successful track record
- have a commitment to the welfare and education of all students
- have the ability to think creatively and strategically.
- have a commitment to high standards and the ability to engender self-discipline through effective behaviour management and encouraging good attitudes to learning.
- have well developed public relations and communication skills for a variety of audiences
- share a commitment to continuous improvement of the excellent service which the school provides to students, parents, staff and the local community

Professional Competence required:

- Qualified Teacher Status
- good Honours Degree
- knowledge of current post 16 climate

Personal Characteristics sought:

The successful candidate will:

- have a love of learning and teaching and sensitivity to young people
- possess a sense of humour, proportion and good judgement
- be able to motivate and develop staff and build effective teams
- have the stamina to cope with demands of the post
- have well-developed interpersonal skills – listening, consultation, negotiation and presentation – with the ability to deal effectively with all stakeholders
- be prepared to question the status quo, be innovative, think creatively and manage change successfully