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| **THOMAS BENNETT COMMUNITY COLLEGE JOB DESCRIPTION** |
| **Job Title: Assistant Head Teacher (Head of 6th Form)** | **Hours per week: Full Time** |
| **Responsible to: Head Teacher** | **Grade: L10-14 + Fringe** |
| **Main Responsibilities** |
| * Create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school community
* Demonstrate the vision and values in every day work and practice
* Motivate and work with others to create a shared culture and positive climate
* Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
* Monitor, evaluate and review classroom practice and promote improvement strategies
* Oversee and monitor the attendance and punctuality of all students in the Sixth Form
* Ensure that leaders have and are delivering on robust plans to improve outcomes
* Ensure that 6th Form students are fully prepared for examinations
* Work closely with the Deputy Headteacher to ensure the 6th Form has a curriculum that is aspirational and meets the needs of all learners
* Work with the Chelsea Academy and Vocational Coordinator to ensure the vocational curriculum is at a high standard
* Report to the Headteacher and TKAT on the current status of performance for KS5 in terms of key measures
* Responsibility for ensuring that in-year data is accurate and used to inform interventions in all subject areas
* Work with Headteacher and SLT to improve standards and accelerate students’ successes
* Be responsible for the safeguarding and wellbeing of all students in the 6th Form and undergo regular safeguarding training
* Provide a high quality CEIAG and personal development programme in collaboration with other staff and external agencies
* Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
* Develop and maintain a culture of high expectation for self and for others and take appropriate action when performance is unsatisfactory
* Regularly review own practice, set personal targets and take responsibility for own personal development
* Manage own workload and that of others to allow an appropriate work/life balance
* Ensure learning experiences for students are linked to and integrated with the wider community
* Support all students with the next stage, whether it be university, apprenticeship or other routes
* Report and maintain destinations data
* Responsible for recruitment and retention of students in the 6th Form
* Market and promote the 6th Form
* Create and maintain an effective partnership with parents and carers to support and improve students’ achievement and personal development
* Maintain high standards of good conduct and behaviour, maintaining a calm and constructive environment and setting very clear expectations for the students regarding appearance and being role models
* Line management of key curriculum areas including 6th Form only subjects and working closely with the Director of the Chelsea Academy
* Work closely with the School Business Manager to organise bursaries and finance
* Promote the school vision, act as an ambassador for the school and a positive role model for staff and students
* Promote and coordinate student leadership across all key stages
* Play an active part in the collaborative learning culture in the school
* Set and maintain high expectations for self and others and therefore take appropriate action to address under-performance
* As a member of SLT, attend and support school events; report and present to parents, staff, governors and external agencies
* The role will also include other responsibilities as part of the Senior Leadership Team, to be discussed with the successful candidate
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| **General Professional Duties** |
| * Maintain confidentiality at all times with regard to both supported students and the wider school and deal with sensitive information in a confidential manner ensuring the correct people are informed
* Take part in in-service training and other meetings, as directed in normal contracted working hours/hours agreed prior to meeting.
* Be conversant with school policies and procedures
* Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
* Organise, lead and motivate colleagues
* Ensure that all duties and services provided are in accordance with the Schools’ Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.The duties above are neither exclusive nor exhaustive and the post holder may be required by the SLT to carry out appropriate duties within the context of the job, skills and grade |
| **Signed: Post Holder: Date:** |
| **Signed: Headteacher:**  |

**PERSON SPECIFICATION – ASSISTANT HEAD TEACHER**

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| **ASSISTANT HEADTEACHER** | **ESSENTIAL** | **DESIRABLE** |
| **Education & Qualifications** | * Education to degree or equivalent level + QTS
 | * Evidence of further professional study
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| **Specialist Knowledge & Skills** | * Outstanding classroom teacher
* Up to date knowledge of curriculum and assessment developments
* Ability to use performance data and to raise standards of attainment
* ICT competency
* Knowledge and understanding of safeguarding issues
* The ability to make accurate judgements about the quality of teaching and learning and use that information to raise standards
 | * Ofsted or related training
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| **Leadership & Management** | * Ability to successfully bring about improvement in standards
* Ability to successfully problem solve
* Positive attitude towards change
* Innovative and self-reflective
* Ability to plan and prioritise; to complete tasks efficiently on time; to work with detail
* Ability to motivate, enthuse, persuade and consult
* Ability to communicate clearly with a range of audiences
* Ability to chair meetings effectively and delegate
* Good negotiating skills
* Resilience
* Ability to lead in critical incident situations
 | * Ability to lead staff training
* Ability to demonstrate a range of management and leadership styles appropriate to the situation, including appropriate delegation
* Ability to coach and mentor middle leaders in their daily practice
* Ability to hold people accountable and manage performance effectively
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| **Relevant Experience** | * Recent successful experience in a comprehensive school
* Recent successful experience leading a large team of staff
* Experience of working in different leadership roles
* Experience in raising standards in a school context
 | * Experience in a school with post-16 provision
* Experience of partnership working
* Experience of working within or alongside a senior team on a significant school improvement project
* Experience of working in different schools
* or different environments that require you to adapt to change
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| **Additional Requirements** | * Commitment to continuous improvement
* Commitment to equal opportunities and meeting the needs of all students
* Commitment to a close working relationship with TKAT schools, particularly Crawley TKAT schools
* Sense of humour and flexible approach
* Able to work independently and as part of a team
* Approachable and sensitive to the needs of others
* Openness and willingness to address difficult issues
* Presence, drive and passion
 | * Willingness to take part in extracurricular activities, including trips and visits, and to make a significant contribution to the wider life of the school
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