

**Job Description**

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| **Post Title:** | Head of Sixth Form |
|  | In addition to the job description below this post is subject to United Learning Pay Policy and United Learning’s / National School Teachers terms and conditions |
| **Purpose:** | The Head of Sixth Form has the key role of leading the Sixth Form and ensuring that it is characterized by high academic achievement within a framework that is consistent with and promotes the unique values and ethos of Bacon’s College. |
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| **Reporting to:** | Vice- Principal |
| **Start Date:** | September 2019 |
| **Responsible for:** | Deputy Head of Sixth Form, Sixth Form Administrator, Sixth Form Tutors and agreed curriculum leaders  The successful candidate should carry out professional duties in accordance with and subject to conditions of employment as set out in their contract.   * Undertake any professional duties of the Principal reasonably delegated to him/her; |
| **Salary/Grade:** | MPS + TLR1 (or Leadership scale equivalent) |
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| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES** |  |
| **Key Accountabilities** | 1. Strategic leadership of all aspects of the Sixth Form 2. Promotion and marketing of the Sixth Form and recruitment of students to the Sixth Form 3. As part of the SLT share in the collaborative strategic planning for the College 4. As part of the SLT share in the collective responsibility to improve the quality of teaching and learning, raise academic standards and improve student behaviour |
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| **Notes**  The job description may be amended at any time through discussion between the post-holder and the Principal and will in any case be reviewed annually as part of the Performance Management Process. In reviewing the job description account will be taken of:   * College self-evaluation and key priorities * The School Improvement plan * Evidence from Ofsted or any other inspections or external evaluations | |
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| **Strategic Leadership of all aspects of the Sixth Form** | Lead the self-evaluation and improvement planning processes for the Sixth Form – ensure that there is an up to date improvement plan and self-evaluation document in place.  Ensure the Sixth Form is financially viable, in collaboration with the VP curriculum and Business Manager, through close monitoring of income versus expenditure.  Ensure that the Sixth Form has a distinctive identity that incorporates the vales and ethos of Bacon’s College.  Ensure that the Sixth Form maintains high standards of academic achievement and is characterized by high aspiration, challenge and a sense of purpose.  Regularly monitor standards of teaching and learning in Sixth Form lessons and challenge any underperformance. Lead appropriate CPD for staff of Sixth Form classes.  Closely monitor academic progress of students and liaise with curriculum teams to provide intervention where underachievement is identified.  Monitor and support the well-being, academic success and leadership opportunities of students in the Sixth Form.  To establish and monitor the setting of targets and support tutors in working with students in the sixth form to achieve them.  Maintain an overview of the curriculum offer in the Sixth Form and work with curriculum leaders to ensure that it is appropriate and supports high achievement and student progress.  Work with the Deputy Head of Sixth Form and Sixth Form tutors to ensure that attendance and punctuality of Sixth Form students are high and that behaviour is appropriate at all times.  Lead the Sixth Form tutor team and monitor and evaluate the effectiveness of the tutor programme and support for students.  Maintain and develop the Sixth Form Student Leadership Team and selection of Head Girl, Head Boy and other key student leadership posts.  Lead the process for University applications and UCAS and ensure all students receive appropriate support and guidance for their future.  Work in collaboration with United Learning and other United Learning schools to seek best practice and contribute to the aims and objective of the Group. |
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| **As part of the SLT, share in the collaborative strategic planning for the College** | Work within the SLT team to collaboratively and collectively lead self-evaluation processes in the College leading to the identification of key priorities for the College.  Work within the SLT team to collaboratively plan for the short, medium and long term based on the self-evaluation described above.  Within the SLT take a lead role of planning and self-evaluation on key issues of accountability – teaching and learning, stakeholder voice etc. |
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| **As part of the SLT share in the collective responsibility for establishing a happy, orderly and peaceful College community underpinned by the Christian Values and ethos of the College.** | Lead assemblies that develop the moral values of young people and promote high expectations and aspirations.  Have a significant presence in and around the College during the College day and share in the disciplinary processes within the College.  As an associate member of the SLT model appropriate behavior and share in the setting of high expectations in all areas of the College. |
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| **As part of the SLT share in the collective responsibility to improve the quality of teaching and learning, raise standards and improve student behaviour** | Take part in the observation of lessons using the agreed College procedures and give feedback to staff in a way that will lead to improvement.  Share in the identification of teachers and staff who are failing to meet their professional responsibilities and who need support.  Lead appropriate procedures to challenge and support staff to improve aspects of their performance.  Work with staff to develop their understanding of good and outstanding practice and help them identify appropriate improvement strategies. |
| This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title | |
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| *I confirm that I have read and understood the details contained within this job description.*  *I understand that by signing this document, I agree to the terms and conditions contained within it.* | |
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| **Signed**  **Print Name** |  |
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| **Dated** |  |

**Person Specification**

The selection panel will base its selection process on these criteria. At each stage of the process, the panel will assess the merits of each application to determine how far the criteria have been met.

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | Qualified Teacher Status | Further professional qualifications related to management and/or education  Appropriate in-service training/CPD |
| EXPERIENCE | A track record of success in learning and teaching  Proven successful experience in a leadership role in a similar school.  Contribution to strategic planning  Of working in partnership with other agencies  Proven track record of A Level outcomes  Prove track record of outstanding teaching & learning and pupil outcomes | Involvement in curriculum initiatives and extra-curricular developments  Involvement in sixth form improvement |
| KNOWLEDGE AND SKILLS | Ability to demonstrate a wide range of leadership and management styles  Knowledge of curriculum developments and opportunities  Ability to articulate characteristics of effective teaching and learning with evidence of good practice  Excellent classroom management technique  Knowledge and understanding of effective assessment and its contribution to learning and progression  Understanding and experience of raising attainment strategies and improvement planning at a departmental level  The ability to use data to evaluate student performance and take effective action on the basis of this data  Excellent communication and organisational skills  Knowledge and understanding of current Teaching & Learning issues | Knowledge and understanding of current Teaching & Learning issues  Experience of appraisal and managing underperformance  Experience of UCAS applications and BMAT etc |
| PERSONAL QUALITIES AND CHARACTERISTICS | A person who:   * Is committed to an ethos of high standards, personal fulfilment and academic success * Has a capacity to inspire through a love of teaching * Has an ability to relate well to the whole community * Has energy, stamina and determination * Has a genuine commitment to equal opportunities and inclusion * An ability to establish positive and sensitive interpersonal relationships within the community * An ability to be a team player * An ability to plan time effectively and meet required deadlines * A commitment to promote fundamental British Values * A commitment to supporting and furthering the Christian ethos of the College | Involved in educational developments beyond what is required.  Eager to acquire further skills and career enhancement  An awareness of whole Academy issues  An understanding of accountability  Eager to acquire further skills and career enhancement |