

NORTH LEAMINGTON SCHOOL

JOB DESCRIPTION

Title of Post: ASSISTANT HEAD OF SIXTH FORM

Salary/Grade: TLR 2a

Responsible to: Headteacher, Senior Assistant Headteacher – Head of Sixth Form

Purpose of Job:

Working together with the Head of Sixth Form, and other members of the Sixth Form Team, the Assistant Head of Sixth Form will take a key role in maintaining and enhancing the ethos and development of the Sixth Form at North Leamington School, in accordance with the values and purposes expressed in the school's Aims and Values.

Key Tasks & Responsibilities:

- Creating and maintaining an ethos across the sixth form in keeping with the school's CORE purpose and values
- Making sure all students receive effective care, guidance and support
- Planning and implementing the 16-19 PSHE/Citizenship Programme/Learning Mentor programme/Alternative Curriculum Days
- Through the Learning Mentor programme, supporting colleagues in the provision of CEIAG and preparation of students for their next pathway
- Supporting students and Learning Mentors with UCAS personal statements and reference writing
- Managing the mentor team, taking responsibility for the learning and pastoral needs of students
- Coordinating the intervention programme across the sixth form
- Using available data and information from Department/Faculty Teams, strategically planning a programme of academic mentoring, monitoring and intervention to ensure **ALL** students achieve the very best outcomes
- Contributing to relevant quality assurance and evaluation processes
- Managing a smooth and positive transition for Year 11 students into the Sixth Form
- Working in partnership by maintaining regular contact with colleagues and parents/carers
- Maintaining, where appropriate, links with outside agencies
- Developing and building adult relationships with students
- Deputising, where appropriate, for the Head of Sixth Form
- Setting and maintaining high standards of student attitudes to learning and dress
- Taking a proactive lead in the planning, delivery and development of a diverse Sixth Form enrichment programme, which enhances the opportunities provided within the pastoral curriculum
- Contributing to the Sixth Form Improvement Plan
- Taking responsibility for ensuring that cover work is set for tutor groups for absent staff
- Leading relevant CPD provision for the tutor team

- Coordinating and leading meetings, and attending whole school events relevant to the role
- Maintaining accurate and up to date records and deployment of relevant intervention
- Supporting the development of an effective Sixth Form team, working together to share good practice and to build the capacity of the team with the Head of Sixth Form
- Supporting the Head of Sixth Form with all quality assurance across the team

Budget Management

None

People Management

Sixth Form staff where relevant

General Requirements:

All school staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the school's vision and objectives
- Be aware of, and follow the Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity Policy to promote equal opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either inhouse or externally

Context of Post

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the OFSTED Inspection Report 2019.

Renegotiation

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

Safeguarding Statement

North Leamington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signature: (Postholder) Date:

Signature: (Headteacher) Date: