



## **Job Description**

Post: Assistant Headteacher: Director of Sixth Form

Responsible to: Deputy Headteacher (Behaviour, Safety and Welfare)

Pay Scale: L12-L16

## **JOB DESCRIPTION**

### **Specific Duties to this role:**

- Lead on all aspects of the school's Sixth Form and take responsibilities for all aspects of sixth form life
- Drive up standards of teaching and learning across the Sixth Form and, in particular, ensure that there are high quality and effective assessment processes and procedures in place across the school
- Have overall responsibility for the recruitment, induction, retention and academic monitoring of all sixth form students
- Work with the Deputy Director of Sixth Form and the Deputy Headteacher to ensure that there is effective pastoral care in place in the Sixth Form
- Ensure that there is an effective careers and UCAS provision in the Sixth Form, to include line management of our careers advisor and development of the whole school careers provision
- Ensure that there are effective arrangements in place for examinations in the Sixth Form
- Have responsibility for the Sixth Form Improvement plan that results from a rigorous process of self-review
- Lead Heads of Faculty and Heads of Subject to ensure that all statutory responsibilities are fulfilled in relation to the curriculum for Year 12 and 13 students
- Work with Heads of Faculty and Heads of Subject to ensure the highest quality of teaching and learning takes place across all Year 12 and Year 13 classes
- Following data drops, analyse projected attainment information and subsequently:
  - meet with every Head of Subject/Head of Faculty to hold them to account for results and interventions
  - ensure there are effective interventions in place to ensure every student achieves the grades they are capable of
- Development and implementation of post-16 curriculum changes
- Organisation of target setting, reviews of student progress and the analysis of post-16 examination results
- Management of Year 12 recruitment which includes an Open Evening, publication of materials, the application process and the offer of places
- Induction arrangements for new sixth form students
- To oversee the delivery of the EPQ in the Sixth Form
- To oversee the Senior Prefect system, including the appointment of a Head Boy and Head Girl
- To have oversight of the school's house system

**Duties related to Leadership Scale:**

- To provide effective line management to identified staff
- To be fully engaged with school self review process, including observations of staff and undertaking learning walks to help ensure quality of provision
- To attend and contribute to school's Senior Leadership Team Meetings
- To chair, on a rotational basis, the School's Senior leadership Team meetings
- To attend, where relevant, meetings of the Local Governing Body and produce reports (or provide information to the Headteacher) that will furnish these meetings
- To deliver assemblies where required
- To implement key elements of the school improvement plan
- To provide leadership in relation to relevant aspects of the school's process of self review (SEF)
- To be responsible for co-ordinating the duty rotas for all staff for break and lunch time supervision
- To support the 'SLT Call Out' system in place in the school to ensure an orderly atmosphere in school
- To attend Parents Evenings and provide support for the front desk at these evenings
- To support after school productions/concerts/events to ensure a Senior Leadership Team presence
- To carry out duties in the near locality of the school at the end of school
- To provide a presence at break and lunch time in designated areas of the school
- To supervise Whole School Detentions

**Duties related to Teaching:**

- To have a secure and up to date knowledge and understanding of concepts and skills necessary to teach the specialist subject at Key Stage 3, 4 and 5
- To plan teaching to achieve progression in students learning
- To establish and maintain a purposeful working atmosphere which supports learning
- To be able to deliver lessons that are engaging and allow all students, regardless of ability, to make the required progress.
- To assess, record and report on pupils' progress
- Attend and contribute to departmental, Skill Area and staff meetings as appropriate
- To communicate and consult with parents of students as necessary.
- To exploit opportunities to improve basic literacy, numeracy and ICT skills.
- To follow school policies in relation to marking, setting of homework and behaviour.
- To participate in staff development opportunities and accept responsibility for own professional development.
- To prepare students for examinations and participate in examination arrangements.
- To cover classes whose teacher is not available as and when required, in line with the school's policy of rarely cover.

*The Conditions for Employment of Schoolteachers (schedule 3) specify the general professional duties of teachers. These duties may be varied to meet the changing demands of the school at the*

*reasonable discretion of the Headteacher. This job description does not form part of the conditions of employment – it describes the way in which the post holder is expected and required to perform.*

## PERSON SPECIFICATION

The successful candidate should have:	Qualifications and Experience	Essential/ Desirable
<b>Section 1: Qualifications and Experience</b>		
1.1	Degree(s) or equivalent	E
1.2	Qualified teacher status	E
1.3	NPQH	D
1.4	2ND Degree	D
1.5	Experience of having worked successfully in a large secondary school setting, teaching students from all socio-economic backgrounds	E
1.6	Experience of having worked in an 11-18 school	E
1.7	Proven, successful relevant experience at senior level in schools	E
<b>Section 2: Knowledge, Skills and Abilities</b>		
2.1	Evidence of excellent leadership and management skills	E
2.2	Good knowledge of curriculum development and improvement	E
2.3	Knowledge and understanding of current and future KS5 curriculum changes	E
2.4	Appropriate training and a willingness to continue training to manage the key areas and tasks outlined in the job description	E
2.5	Proven, excellent classroom management skills	E
2.6	Proven, excellent interpersonal relationship skills and the ability to communicate effectively and sensitively with students, parents and colleagues	E
2.7	An understanding of how students learn and improve their skills, knowledge and understanding	E
2.8	Evidence of good information and communication technology skills	E
2.9	Thorough knowledge and understanding of a subject and how it can effectively be taught across the spectrum of age and ability	E
2.10	Excellent knowledge of achievement methods and measurement	E

2.11	Knowledge of personnel management principles	E
2.12	Knowledge of resource management principles	E
2.13	General knowledge of support agency structures	E
2.14	Knowledge of health and safety requirements	E

<b>Section 3: Personal Attributes and Qualities</b>		
3.1	Clear educational aims and values which are consistent with the school aim of high quality teaching and learning.	E
3.2	Ability to engage in cooperative working to help the team achieve its goals	E
3.3	Ability to filter, judge and act decisively	E
3.4	Ability to operate effectively when working under pressure	E
3.5	The ability to motivate and inspire a range of audiences including students and teachers	E
3.6	Excellent punctuality and attendance record	E
3.7	A firm commitment to and ability to adhere to the school's race equality and cultural diversity policy in all aspects of the post	E