



Job Description

Job Title: **Assistant Headteacher Sixth Form**

Salary Scale: **L14- L18 (£58,231 - £63,930)**

Start: **Start September 2019**

Core Purpose

The core purpose of the post is to work collaboratively with the Headteacher and Senior Leadership Team to realise our vision to be an outstanding Catholic community, taking a key role in school improvement and leading and managing all aspects of the Sixth Form at the College.

The Assistant Headteacher will work to create a reflective culture of continuous improvement and high aspiration and will support all members of the College, staff and students, to realise their potential. Assistant Headteachers also ensure the smooth day to day running of the school. The specific responsibilities of each member of the Senior Leadership Team will be agreed annually and may be subject to change, to afford each member of the Senior Leadership Team the opportunity to gain experience in different aspects of school leadership.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status and where applicable, Post Threshold Standards.

Job Purpose

The primary purpose of the Assistant Headteacher for Sixth Form is to oversee the strategic and operational leadership of KS5 to support students to make exceptional progress. To ensure that transition from KS4 and to KS5 and from KS5 to higher education or the workplace is successful in every way, that students are happy and stimulated, and that the curriculum and teaching, learning and assessment and pastoral structures support students to gain the knowledge and skills to thrive academically and personally.

Vision and culture

- Have a holistic approach to learning which is broader than examination results and to support the College's mission in developing 'Men and women for others', nurturing the spiritual formation of our young people
- Work with staff and Governors to develop the distinctive Jesuit ethos, vision and aims of the school
- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Lead, support and develop school strategies to maintain outstanding standards of student behaviour and attendance, and warm and supportive relationships, in keeping with our Catholic values, especially in support of vulnerable students

Leading and Managing the Sixth Form

The Assistant Headteacher for Sixth Form will lead on all aspects of the Sixth Form. You will work closely with the Sixth Form Learning Coordinator, UCAS coordinator and Pastoral Support Officer to ensure the smooth running and strategic vision of the College's Sixth Form.

Duties and responsibilities

Core Responsibilities and Duties

- Student development, progress and achievement
- Sixth Form curriculum, teaching, learning and assessment
- Leadership of the Sixth Form Team
- Lead on and further improve, systems in the Sixth Form
- Leadership of recruitment to and marketing of the Sixth Form experience

School Leadership Responsibilities

- Promote and actively support the Catholic values and ethos of our school
- Contribute to strategic improvement planning, implementation and evaluation across the school
- Lead and be accountable for aspects of the school improvement plan and school self-evaluation related to the Sixth Form, including reporting to governors as required
- Establish and review policies through which the aims and objectives of the School Improvement Plan may be achieved
- Manage staff and resources
- Facilitate staff training on a range of initiatives relevant to the Sixth Form
- Assist in recruitment and retention of staff, fostering good relationships and encouraging good working practices
- Be a visible presence in the school, to have high expectations and lead by example, supporting colleagues and maintaining standards
- Ensure that our safeguarding arrangements are robust
- Be a public advocate for the school, representing its interests loyally and with discretion
- Attend and contribute to meetings relating to the teaching, learning and assessment aspects of the school
- Attend Governing Body meetings as needed to advise, report, and support committees
- Participate in key events, e.g. Open Evenings; Sixth Form Open Evening, Higher Education evenings; staff appointments; extra-curricular and out-of-school-hours activities and attend exam results days
- Take a lead role in Quality Assurance activities
- Work with the Headteacher and school governors to ensure that the school meets its statutory and educational responsibilities
- Represent the Headteacher at meetings as directed
- Act as a positive role model for staff and students alike
- Undertake daily supervision and duties

Leading and Managing Curriculum, Teaching, Learning and Assessment

The Assistant Headteacher for Sixth Form will lead all aspects of curriculum, teaching, learning and assessment related to the Key Stage.

Responsibilities specific to the role:

- With other senior staff, develop and monitor the curriculum provision throughout the Key Stage ensuring that it is challenging and enables progression and development of skills and knowledge
- Promote a clear vision for the highest quality teaching, learning and assessment across KS5
- Lead the monitoring of all aspects of curriculum, teaching, learning and assessment at KS5
- Lead the production of policies related to the Key Stage
- Use National, Local and school data effectively to monitor standards across the Key Stage and to plan appropriate interventions
- Lead the strategic planning and development of all issues relating to curriculum, teaching, learning and assessment
- Ensure our teaching meets the needs of all learners regardless of their ability and represents quality first teaching
- Use a range of monitoring techniques such as analysis of examination results, classroom observation, learning walks, work scrutinies, study of lesson plans and pupil interviews to analyse the quality of teaching, learning and assessment. Regularly report an overview to the Senior Leadership Team and Governors
- Provision and progress of most able students across the school
- Lead on EPQ
- Develop a culture of collaboration and effective sharing of good practice
- Work with relevant stakeholders in the consultation, development, and implementation of school strategies
- Monitor and review the impact of the strategies implemented
- Keep updated on current research and development, related to curriculum, teaching, learning and assessment at KS5
- To ensure the learning environment across the sixth form is safe, well-maintained and attractive, within individual teaching areas and in common areas
- Any other duties requested by the Headteacher

Achievement

- Celebrate student achievement of all kinds, and promote the values of the College, through a range of strategies including display, achievement assemblies and reward systems
- Promote the involvement, integration and inclusion of all students in the Key Stage, particularly students, needing Learning Support, most able , in a vulnerable group or with other individual needs
- Closely track and monitor the achievement of students and put timely interventions in place where appropriate.
- Oversee the keeping of accurate records regarding student achievements, both academic and extracurricular

- Oversee all reporting systems, including annual reports, parent Evenings and academic reviews, to ensure that parents are well-informed as to their son's/daughter's progress and attainments and that information provided is of a high standard
- Oversee the examination entries process in close liaison with the Examinations Officer and other relevant staff,

UCAS/Higher Education and Futures

- Have a full oversight of the UCAS process
- Line manage the UCAS coordinator
- Ensure students are fully prepared for next steps including successfully applying for university, apprenticeships and the world of work

Leading and Managing Staff

- Line manage a number of Subject Leaders
- Line manage the Learning Co-Ordinator for Sixth Form, Sixth Form pastoral officer and UCAS/higher education Co-Ordinator
- Support, challenge and develop staff
- Take part in the appointment process for new members of staff
- Support staff with professional advice and appropriate staff development
- Carry out Performance Review of nominated staff
- Arrange and chair meetings related to teaching and learning

Personal welfare and development

- Work closely with the pastoral team to ensure the highest pastoral support for students
- Work closely with families to support students to achieve
- With Learning Co-ordinator and Form Tutors, ensure the care of students within the Key Stage, promoting good habits of learning, self-discipline, high attendance and positive behaviour
- Lead enrichment and students leadership in the Sixth Form e.g. Captaincy Team, Prefect team, Ignatian Hands
- Liaise with colleagues and with other agencies as necessary to ensure the safety, attendance, progress and behaviour of students in the Key Stage; e.g. Learning Co-ordinators, Pastoral support team, SLT, Education Welfare, Educational Psychologists, Police, etc.

Transition and recruitment

- Develop close links with our external feeders and be the first contact
- Devise transition programmes which support the move from KS4 to KS5, and KS5 to next steps and oversee all transition arrangements from KS4 to KS5 including Open Evening, induction and welcome events
- Devise and implement induction programme year 11 to year 12 and year 12 to year 13

- Lead on the recruitment of students and the marketing of the Sixth Form to students at Key Stage 4 and to external students
- Advise students, in collaboration with the Sixth Form Learning Coordinator, about issues of course choice and course changes, in addition to progression from Year 12 to Year 13 and consequent curriculum/ course decisions
- Oversee the Sixth Form registration process following GCSE results day

Strategic Direction and Development of the Sixth Form

- Develop a culture of collaboration and effective sharing of good practice
- Develop an ethos within both Sixth Form staff and students, of excellence and aspiration
- Produce a strategic plan to deliver the vision which is supported by an annual action plan
- Be accountable for the strategic direction, leadership and management of the Sixth Form and the development and implementation of policies, plans, targets and practices within the context of the School's aims and policies
- Complete a regular evaluation of all aspects of provision for the Key Stage including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan.

Operational

- On a daily basis, be a visible and effective presence in the Sixth Form
- Oversee the production of an annual calendar of events for Sixth Form students
- Develop, monitor and evaluate the systems which ensure the smooth running of the Sixth Form

Internal Communication

- Attend meetings of Senior Leaders and Middle Leaders
- Meet regularly with Subject Leaders and Learning Co-Ordinators to discuss progress within the subject area and year groups
- Produce written reports/information required by SLT and Governors including regular updates on all aspects of the Sixth Form.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. The job description is subject to review.