

Pay Range	TLR 2B
Responsible to:	Director of Post 16

Main Purpose of Post:

- To promote the positive ethos within the Sixth Form and across the Academy.
- To raise standards of attainment and progress of students on all Key Stage 5 programmes and ensure through appropriate assessment, curriculum, learning and teaching that no student is left behind.
- To operate as the lead Post 16 professional, modelling the highest standards and providing the figure head of Post 16 provision at the Academy.
- To improve the attendance to at least that of the national average and secure in year retention of students on Post 16 courses.
- To be accountable for positive progression routes for all Post 16 students and ensure no student in NEET.
- To raise the profile of the Sixth Form across the Academy and wider community as a centre of excellence which prepares young people fully for the next stage of training and development.
- To model excellence in the strategic leadership and operational management of our collaborative Sixth Form in order to improve standards, raise levels of student engagement and achievement and elevate the profile of the Sixth Form within the wider community.
- To contribute significantly to an outstanding curriculum offer which maximises opportunities and outcomes for all learners.
- To embed effective and purposeful learning behaviours and ensure consistently inspirational KS5 teaching across the Academy that is good and outstanding.

Main Purpose of Post:

Strategic and Operational Development

- To establish a culture that celebrates and promotes academic and wider achievement.
- To implement Post 16 QA/SE procedures across the Academy that continue to improve student outcomes.
- To develop a sophisticated and forensic understanding of Post 16 datasets to improve the achievement and progress of Post 16 students.
- To ensure that target setting is both robust and challenging and that targets are routinely met and exceeded.
- To use data to inform and support Post 16 students and ensure effective intervention.
- To ensure that Post 16 reports and other data is used to improve Teaching and Learning across the school and therefore student achievement and progress.
- To put in place a sustainable approach to promoting and marketing the Academy Sixth Form within the wider community including local 11-16 providers.
- To effectively lead, manage and deploy Teachers / Associate Professionals, financial and physical resources within the Sixth Form to support student learning.

- To secure the effective transition and transfer from KS4 to 5 and post 18.
- To ensure the personal development and well-being of students within the Sixth Form is being met and that all students receive impartial advice and guidance in readiness for the next stage in their learning.
- Through the Post 16 leaders inspire, support and hold to account a team of Sixth Form Tutors.
- To work with the Director of Post 16 to formulate strategic plans for the key stage which have coherence and relevance to the needs of students and to the aims and strategic plans of the Academy.
- To ensure that all Sixth Form subject staff are familiar with these aims and objectives.

Leading Teaching & Learning Curriculum Development

- To keep abreast of the national developments in Post 16 education and, working with the Leadership Team respond and communicate accordingly to ensure the timely and effective implementation at Maltby Academy.
- To lead on teaching, learning and 'non-qualification activity' Post 16.
- To work alongside the Senior Leadership Team to secure an effective curriculum that provides well-planned and well-managed individual study programmes, including the contribution of partnerships with other providers and employers.
- To ensure the high-quality teaching in English and Mathematics so that students that still need to achieve at least grade C in English and/or Mathematics or appropriate functional skills or similar qualifications do so.
- To secure a robust system of high-quality impartial careers education, information, advice and guidance prior to starting post-16 courses, and about choices following completion of their post-16 study programme.
- To liaise with the Examination Officer to maintain accreditation with the relevant examination and validating bodies and lead the KS5 assessment windows.
- To ensure the day to day management, control and operation of course provision within the Sixth Form, including effective deployment of staff and physical resources.
- To implement Academy Policies and Procedures.
- To ensure provision promotes and develops the Social, Moral, Spiritual and Cultural (SMSC) awareness and PSH education of Post 16 learners e.g. through non qualification activity and assemblies.
- To secure the active engagement of Post 16 learners in work inspiration/links with industry and employers.
- To secure the active involvement/wider contribution of Post 16 students within the Academy community.
- To link with other colleagues to ensure that the work in the Sixth Form fully reflects the Academy's distinctive ethos and mission.
- To ensure that Health and Safety/Safeguarding policies and practices, including Risk Assessments, across the Sixth Form are in-line with national requirements and are updated where necessary.

- To be accountable for the effective execution of the transition programmes and Post 18 application processes.

Leading and Managing Staff

- To act as a role model to all staff and students, secure ambitious plans for improvement and ensure high expectations for all.
- To ensure that staff development needs are identified and that underperformance is challenged in order to improve the quality of education provided and appropriate programmes are designed to meet such needs.
- To participate in the recruitment process for vacant posts as required and to ensure effective induction of new staff in line with Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relationships.
- To participate in the Academy's PLD programme and NQT induction, ITT and CPD programmes.
- To attend all Post 16 events including periods of examination results.
- To hold regular team meetings with action minutes that lead to impact and develops the ethos and aims of the Academy and in particular Post 16.
- To regularly review both student and staff performance by implementing Academy Quality Assurance and Appraisal procedures.
- To be accountable through the Post 16 team for providing regular updates and promotional material for the marketing and promotion of the Sixth Form.

Standards & Expectations

- To embed robust and effective systems and procedures to ensure the student code of conduct and learning expectations are consistently promoted and adhered to on a day to day basis.
- To maintain an environment and behaviour code which promotes and secures outstanding teaching, effective learning and high standards of achievement.
- To ensure excellence in each of the SMSC outcomes for Post 16 students.
- To establish positive relationships for learning and ensure the wider welfare and development of Post 16 students.
- To ensure the effective management of Post 16 accommodation and learning resources including ICT/Study space.
- To work with Middle Leaders to ensure an consistent, emotionally intelligent approach to the management of behaviour, sanctions and rewards for Post 16 students.
- To provide support and challenge for all professionals working with Post 16 students so that students make outstanding progress and achieve challenging targets.
- To take appropriate action on issues arising from data, systems and reports; setting deadlines and reviewing progress on the action taken, including those from SEN/d and PP.
- To produce reports on Quality Assurance and examination performance.

Role Description

Assistant Director of Post 16



This Role Description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and pursuit of the 'National Standards of Excellence for Headteachers' (2015) underpins this role.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.