



HECKMONDWIKE GRAMMAR SCHOOL

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JOB DESCRIPTION

POST TITLE:	Assistant Headteacher – Director of Post 16
SALARY GRADE:	L14-18 commensurate with experience
CONTRACT TYPE:	Permanent
WORKING HOURS:	Full time
RESPONSIBLE TO:	Deputy Headteacher

GENERAL DESCRIPTION

To work with the Headteacher, other members of the SLT and governors to ensure the highest standards in education for students. To lead by example in motivating staff and students to be the best that they can be in all that they do, by exhibiting the skills of a highly effective and emotionally intelligent leader and manager.

1 Post 16:

- 1.1 Maximise achievements of post 16 students.
- 1.2 Ensure pastoral care is outstanding.
- 1.3 Ensure attendance and punctuality is outstanding.
- 1.4 Manage the process of recruitment into the sixth form, ensuring year groups are filled with aspirant students who have met the terms of their offers.
- 1.5 Ensure the highest possible proportions of HGS Y11 students are retained into the sixth form.
- 1.6 Ensure all students receive high quality 1:1 post 18 progression support.
- 1.7 Design, implement and evaluate the highest quality of non-qualification curriculum.
- 1.8 Ensure all students receive work experience.
- 1.9 Ensure the highest standards of adherence to dress code and behaviour.

2 Generic Tasks/Responsibilities:

- 2.1 To support the agreed aims and expectations for the school.
- 2.2 To be a role model to colleagues in the school in all aspects of the post.
- 2.3 Assist in the formulation and review of the aims and objectives for the school.
- 2.4 Establish policies through which the school objectives can be achieved.
- 2.5 Manage staff and resources appropriately in order to achieve objectives.
- 2.6 Assist in the leadership, implementation and review of the schools self-evaluation framework.
- 2.7 To lead and inspire the school community, creating a culture and climate where high achievement is an expectation for all.
- 2.8 Be committed to equality of opportunity for students and staff.
- 2.9 To support the development of a strategic plan working with the Headteacher, Governors and other stakeholders.
- 2.10 To work with the Headteacher in making and developing external relationships in support of the school.
- 2.11 To work to promote the positive image of the school in the community.
- 2.12 To support the development of leadership across the school.
- 2.13 Contribute to and lead staff development activities.
- 2.14 Manage the performance of specified team leaders across the school.
- 2.15 Set an excellent example in terms of dress, punctuality and attendance.
- 2.16 Attend and participate in open evenings and student performances.
- 2.17 Participate in staff training.
- 2.18 Attend team and staff meetings.
- 2.19 Monitor the quality of provision through formal and informal processes including lesson observations.
- 2.20 Contribute positively and sensitively to the needs of staff.
- 2.21 Supervise students at lunchtimes, before and after school as required.
- 2.22 Support the Friends of HGS and the Governing Body in their work with the school.
- 2.23 Deputise for the Headteacher or other members of the SLT as necessary.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

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