

<b>POST TITLE:</b> Assistant Headteacher (Director of Post-16)	<b>GRADE</b> L11-15
<b>RESPONSIBLE TO:</b> Headteacher	
<b>DATE:</b> September, 2024	

<b>Line Manager</b>	<b>Headteacher</b>
<b>Responsible for</b>	<b>Post 16 Pastoral and Wellbeing Manager, Post 16 Administrator, Sixth Form Tutors, KS5 Lead Teachers, Curriculum Team Leaders (of certain agreed subjects)</b>
<b>Key liaisons</b>	<b>Futura Executive Leadership Team Local Governing Committee Headteacher Senior Leadership Team Director of Post-16 at Wellsway School Teaching and support staff Students Parents External agencies</b>
<b>Hours of Work</b>	<b>Full time</b>

#### **PURPOSE OF ROLE**

The core role and responsibility of the Assistant Headteacher (Director of Post 16) is to lead on the strategic development of the sixth form in order to secure high standards of behaviour, attendance and outcomes for our post-16 students. The post holder will enhance our KS5 curriculum and enrichment offer, develop outstanding teaching and learning across the sixth form, embed our high quality pastoral care and strengthen our culture of aspiration and high expectations. The postholder will have responsibility for the day to day running of the sixth form, the academic progress and welfare of the post-16 students and the operation of the sixth form centre.

As a key member of the Senior Leadership Team, the Assistant Headteacher (Director of Post 16) will contribute to the overall leadership and management of the wider school and help to drive the vision of SBL and that of the Futura Learning Partnership. They will undertake any professional duties which the Headteacher delegates to them as and when the need arises.

There is a degree of flexibility with the wider responsibilities of this role, depending on the skills, expertise and experience of the post holder and those of the other members of the Senior Leadership Team. These will be agreed with the Headteacher. Responsibilities may change over time depending on the needs and priorities of the school.

#### **DUTIES**

##### Strategic direction and development:

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the sixth form;
- Play a leading role in the school improvement and school self-evaluation planning process;

- In partnership with the Headteacher and Senior Leadership Team, manage school resources effectively to support the school's priorities;
- Devise, implement and monitor action plans and other policy developments;
- Work with colleagues from across the Trust on school improvement projects.

#### Post-16 specific responsibilities

- Collaborate closely and positively with the Director of Post 16 at Wellsway School for the benefit of students at both centres;
- Encourage students to contribute positively to the life of the sixth form and the wider life of the school;
- Develop a structured and purposeful tutorial programme;
- Monitor the overall progress and attainment of sixth form students and co-ordinate effective intervention strategies to raise achievement;
- Liaise with parents, staff and other agencies to support students;
- Oversee all aspects of reference writing and the administration of the UCAS process, including leading on results day/clearing in the summer holiday;
- Ensure that the senior leadership team and staff are advised of national developments relating to post-16 provision;
- Together with the Director of Post -16 at Wellsway School, take responsibility for the sixth form prospectus, associated publications, and the Futura sixth form website;
- Oversee routine student absence, lateness and disciplinary matters;
- Further develop the sixth form enrichment programme;
- Develop high quality work experience and service opportunities for all students;
- Work with heads of house, Year 11 tutors and students to ensure the smooth transition of students to the sixth form;
- Promote the sixth form to ensure retention of existing Year 11 pupils and the recruitment of external applicants;
- Organise and run the sixth form open evening for students and parents/carers and other events as appropriate;
- Coordinate and hold individual advice and guidance interviews with Year 11 students after they have applied to the sixth form;
- Organise and lead the Year 12 induction programme;
- Develop student leadership in the sixth form;
- Assist the examinations officer in the conducting of Year 12/13 mock and public examinations throughout the year;
- Review post-16 examination results in August and at other times during the year;
- Ensure a high quality of pastoral care and student support in the sixth form;
- Evaluate the quality of sixth form provision through ongoing quality assurance to identify areas for improvement;
- Develop the quality of KS5 teaching and learning;
- Line manage the post 16 pastoral and wellbeing manager, post 16 administrator, sixth form tutors, KS5 lead teachers and curriculum team leaders (of certain agreed subjects);
- Maintain high standards of behaviour and safeguard the health and safety of post 16 students;
- Oversee the day to day running of the sixth form area.

#### Leading and managing staff

- Develop positive working relationships with and between all staff and governors;
- Implement and sustain effective strategies for the leadership and management of all staff;
- Plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and evaluate outcomes;
- Enable and challenge staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development;
- Enable performance management systems to operate effectively and to engage with appraisal requirements of the head teacher and relevant staff;
- Sustain personal and staff motivation.

#### Quality assurance

- Effectively implement appropriate, whole school quality control systems;
- Contribute to Trust wide quality assurance, such as raising achievement visits;
- The post holder will be subject to performance management objectives which will be agreed and reviewed annually.

#### Strengthening the Community

- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers;
- Develop and maintain contact with all specialist support services as appropriate;
- Promote the positive involvement of parents/carers in school life;

- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
- Strengthen partnership and community working;
- Promote positive relationships and work with colleagues in other schools and external agencies.

#### Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times;
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns;
- The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- Remain vigilant to ensure all students are protected from potential harm.

#### General

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

<b>Person Specification - Assistant Headteacher (Director of Post 16)</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education</b>	
Qualified teacher status and evidence of completion of induction	E
Good honours degree	E
Evidence of continuing professional development relevant to the post	E
A National Professional Qualification in school leadership	D
A higher degree or management qualification	D
<b>Knowledge, skills and expertise</b>	
Proven record of successful leadership and management at middle or senior level	E
Highly effective communication skills, both oral and written	E
Knowledge and understanding of educational development	E
Exemplary teaching skills	E
A proven track record of raising achievement & securing high achievement of students	E
Experience of working with school governors	E
Clear understanding and effective use of self-evaluation processes	E
Strong ability to analyse, interpret and explain relevant data and evidence	E
Well-developed coaching and mentoring skills	D
Commitment to inclusive education	E
Belief in the ability of each young person to succeed	E
Commitment to providing a world class education	E
Commitment to team working	E
Knowledge of national policy and processes relating to post 16 education	E
Knowledge of the UCAS process and alternative pathways such as apprenticeships	E
Proven ability to bring about improvements in the quality of teaching and learning	E
Experience of dealing effectively with the under-performance of teachers	E
<b>Leadership Skills</b>	
Commitment to system leadership and working beyond the school	E
Be an inspiring role model for pupils and staff	E
Ability to delegate effectively and productively	E
Ability to keep calm under pressure and meet deadlines	E
Build, support and challenge high performing teams	E
<b>Personal Qualities</b>	
Personal impact and presence	E
Intellectual ability	E
Excellent interpersonal skills	E
Energy, dynamism and enthusiasm	E
Self-confidence	E
Optimism	E
Flexibility	E
Resilience and perseverance	E
Reliability and integrity	E
Compassion and humility	E
<b>Attributes</b>	
Positive approach to school self-evaluation and an insistence on high standards	E
Committed to the Futura Learning Partnership aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
<b>Other</b>	
Good sense of humour	E