

JOB DESCRIPTION

ASSISTANT HEADTEACHER

DIRECTOR OF SIXTH FORM

PLACE OF WORK: Huntington School		CURRENT GRADE: L13 – L17
REPORTS TO: HEADTEACHER		
1.	MAIN PURPOSE OF JOB To lead and manage the Sixth Form to ensure the most efficient deployment of the school's post 16 resources in order to secure high quality learning and teaching which will enable students to achieve at the highest level possible As a member of the School Leadership Team you will be able to: <ul style="list-style-type: none"> • Think strategically for the future while being able to deal with immediate challenges; • Be a positive leader, sharing with and listening to staff. You will be involved in the leadership and management of the school through: <ul style="list-style-type: none"> • Ensuring that the Sixth Form has clear, unifying objectives; • Providing opportunities for staff to grow and develop; • Setting a high standard through personal example; • Aiming for high quality in all aspects of your work. 	
2.	CORE RESPONSIBILITIES	
	i.	To lead the Sixth Form so that it is a dynamic and creative centre of excellence in which each student thrives academically and socially;
	ii.	To have overall leadership and management responsibility for the students and tutors of the Sixth Form;
	iii.	To have oversight of the academic progress, behaviour, pastoral care and well-being of Sixth Form students;
	iv.	To promote independence, creativity, enterprise and social responsibility so that each student leaves the Sixth Form confident and ambitious about their future;
	v.	To assess continually the suitability of our provision for education in the 21st century and provide the vision and drive to oversee its development;
	vi.	To have an overview of the quality of learning and teaching within the Sixth Form;
	vii.	To play a full part in the life of the school community, to support its distinctive core purpose and to encourage and ensure staff and students follow this example.

3.	SPECIFIC RESPONSIBILITIES	
Curriculum/Teaching and Learning		
	i.	To work closely with the Deputy Headteacher (Curriculum) and Subject Leaders to develop the post-16 curriculum to reflect the emerging local and national agenda for 14-19 provision;
	ii.	To represent the interests of the Sixth Form at appropriate meetings of the local post 16 partnership groups and to work with other organisations to increase the opportunities for students and raise the quality of provision within the Sixth Form;
	iii.	To ensure that all students are on appropriate courses;
	iv.	To monitor the quality of teaching and learning in all post-16 courses, through lesson observations, learning reviews etc.;
	v.	To prepare reports as required for the Headteacher and Governors on post-16 development or initiatives.
Supporting student progress and development		
	i.	To work with Sixth Form Leadership Team and Teaching Staff to monitor progress, behaviour and achievement of Sixth Form students and implement intervention and raising achievement strategies to promote high levels of achievement generally;
	ii.	To ensure the welfare of all learners in the Sixth Form through working with all relevant agencies, inside and outside the school;
	iii.	To have overall responsibility for the UCAS system;
To inspire confident learners who will thrive in a changing world		
	i.	To ensure that students' records are consistently and accurately kept up to date to improve knowledge of student personal development, achievement, responsibilities and conduct;
	ii.	To guide and support students at key times e.g.: <ul style="list-style-type: none">• Induction Period;• Course Selection;• Preparation for School and public examinations;• UCAS;• Examination results days;• Preparation for Further Education and the world of work;• References for students leaving school.
	iii.	To work closely with Sixth Form tutors in ensuring that students have: <ul style="list-style-type: none">• a safe and secure working environment;• individual support and guidance;• opportunities to undertake wider responsibility within the school;• a clear understanding of the codes of conduct and standards required of Sixth Form students within the wider school.
	iv.	To develop and deliver a coherent tutorial programme which supports students' learning and welfare, independent learning and citizenship;

	v.	To promote and monitor attendance and punctuality and put in place rigorous systems to follow up and improve both;
	vi.	To organise a programme of cultural, social and educational activities which aid the personal development of students;
	vii.	To ensure that all arrangements are in place for: student reports, parent consultation evenings, assemblies, collective worship, medicals and private/independent study; To ensure that there is clear and effective communication with parents at all times, keeping them equally well informed of successes and difficulties;
	viii.	To provide home-school contact and ensure that parents are fully informed of their child's progress at the school;
	ix.	Oversee the general appearance and tidiness of the Sixth Form areas, ensuring well maintained and attractive notice boards, wall display and the general care of the fabric, furniture and student lockers;
	x.	To support students in the leadership of the Sixth Form council, facilitating regular meetings and ensuring that student views are heard.
Marketing		
	i.	To put in place effective recruitment and marketing strategies e.g. Open Days, Press Releases, website etc.;
	ii.	To ensure appropriate communication/consultation with students and parents, including the school's website;
	iii.	To liaise with relevant agencies as appropriate;
	iv.	To work closely with the Deputy Headteacher (Curriculum) to manage the programme of promotion of the Sixth Form and the successful transition of students into Year 12 and into Year 13 through the recruitment processes and induction programme of new students.
4.	SCHOOL VALUES The post holder will subscribe to the notion that <i>we want all members of our School community to value</i> : Respect; Honesty and Kindness and to believe in the limitless potential of people.	
5.	GENERAL INFORMATION As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here. All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.	
3.	MAIN CONTACTS & RELATIONSHIPS Internal: Parents, Pupils, Staff, Ofsted, Governors External: Parents, Outside Agencies	

PERSON SPECIFICATION

Assistant Headteacher – Director of Sixth Form

Criteria	Essential	Desirable	Evidence source
Qualified Teacher Status	x		Application
Good first degree	x		Application
Higher degree or advanced qualification.		x	Application
Proven leadership ability demonstrating a range of leadership styles.	x		Application
Studying for, or a willingness to undertake, recognised leadership qualifications.	x		Application Interview
A great teacher reflected in a proven, highly successful teaching record at Key Stages 4 and 5.	x		Application
Previous experience of leadership within an 11-18 school.		x	Application Interview
Involvement in sixth form tutoring.		x	Application Reference interview
Experience of partnership working with other educational institutions.		x	Application Interview
A genuine understanding of how complex things can be for older students and the wisdom to know how to get students difficulty to be the best they can possibly be.	x		Reference Interview
Highly effective organisational skills and time management.	x		Application Reference Interview
Good personal and interpersonal skills with the ability to effectively communicate with students, outside organisations, staff, parents and carers.	x		Reference Interview
Commitment to being high profile within the Sixth Form area and around the school.	x		Interview
Good oral and written communication	x		Application Interview
Good levels of numeracy, literacy and ICT	x		Application Interview
Good time-management and personal organisation	x		Reference
Must support the school's aims and values, setting a good example of attendance, punctuality and appearance	x		Reference Interview

Evidenced up-to-date knowledge of the curriculum at KS5 and understanding of effective teaching and learning strategies to meet the needs of learners	x		Application Interview
Good knowledge of a range of assessment practices and confident about using data to improve levels of achievement	x		Application Reference Interview
Demonstrate a determined attitude towards life and show great resilience	x		Reference Interview
Must have a great work ethic and enjoy working hard	x		Reference Interview