**EASTBURY COMPREHENSIVE SCHOOL**

**Job Description**

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| **Post Title:** |  | **Head of Sixth Form - one year fixed term contract**  **(Assistant Head teacher – Eastbury)** |
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| **Purpose and Objectives:**  **Leadership:**  **Management** |  | ***Core purpose of this role:***  To assist the Executive Headteacher in the professional leadership and management for Eastbury School, and securing its continued success & development with accountability for the Sixth Form.  To raise standards in the quality of teaching and learning through leadership, innovation and challenge in approaches to pedagogy (promoting and sharing excellence in classroom practice) principally in the Sixth Form and in subjects line managed.  To provide the strategic lead in the development of the Sixth Form and other areas line managed to support learning & teaching, enrichment of the curriculum, student well-being and help raise student achievement.  To provide the strategic lead in the development of the Sixth Form and other areas line managed to support leadership at all levels (including the use of the school database and ALPS for Achievement / behaviour tracking, reporting to parents and timetabling).  To oversee successful and effective funding of the Sixth Form.  To represent the full interests of the school on designated, Borough / National steering groups.  To line manage key areas of the school.  The Head of Sixth Form is required to provide support and guidance during the publication of public examination results  Generic to all SLT job descriptions   * To contribute to the school vision formulate aims and objectives of the school * To establish policies through which aims and objectives may be achieved * To manage staff and resources * To monitor student progress and achievements * To raise standards of student attainment and achievement across the whole curriculum * To lead and inspire whole school initiatives within the whole school vision for school improvements * To actively promote core values of the school with their translation into strategies to raise achievement of all students * To contribute to the formulation of whole school strategic development planning and to lead colleagues in its implementation * To ensure all whole school policies are adhered to and at all levels support Every Child Matters Agenda * To facilitate staff training on data analysis for student target settings, monitoring procedures to ensure continuous progress and improvement * To assist in recruitment and retention of staff * To foster good relationships, encourage good working practices, lead and support teachers * To contribute to establishing core values of the Senior Leadership Team and their practical expression * To attend Senior Leadership Team meetings and other meetings leading as appropriate or supporting other colleagues * To lead and support Standards and Quality Assurance * To liaise with Governors and outside agencies * To uphold the schools behaviour and uniform/dress codes * To lead/support as appropriate staffing training and continuing professional development of colleagues * To facilitate the smooth day to day running/operation of the school and liaison with facilities management * To lead in formulating school aims and objectives, establishing policies through which they may be achieved and monitor progress towards their achievement * To support and work with fellow members of the Senior Leadership Team ensuring effective communication across all aspects of the school * To provide direction and co-ordination of the curriculum * To oversee effective use of teaching resources * To ensure effective monitoring and evaluation of teaching and learning together with effective school performance * To attend meetings as appropriate * To strive for the highest possible standards of student behaviour, learning and attainment * To manage staff in an appropriate manner, offering support, encouragement, guidance and advice * To advise and assist the Executive Headteacher/Deputy Headteachers/Governors in exercising their duties and responsibilities including contributing to reports as required * To monitor and evaluate assessment, recording and reporting procedures * To promote and facilitate change in pursuit of school aims and objectives * To manage and support staff appraisal process across the school * To promote effective and fruitful relationships with outside agencies and the community |
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| **Reporting to:** |  | Executive Head teacher/Head of Secondary |
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| **Responsible for:** |  | Heads of Faculties/Departments, teaching staff, Year Curriculum Co-ordinators, support staff |
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| **Liaising with:** |  | Executive Head teacher/ Head of Secondary/Deputy Head teachers/Assistant Head teachers Year Curriculum Co-ordinators, Heads of Faculties/Departments, teaching/non-teaching staff, student support services, LEA, staff and parents |
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| **Working Time:** |  | In accordance with Leadership pay and conditions as specified in the STPCD |
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| **Salary/Grade:** |  | Leadership Pay Spine L14-18 [Inner London Area] |
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| **Disclosure level** |  | Enhanced |
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| **Operational/ Strategic Planning** |  | * To oversee implementation of school and procedures through line managed responsibilities * To work with colleagues to facilitate development planning at whole school / partnership and departmental level * To review improvement plan and inspection programmes * To ensure that Health and Safety policies and practices, including risk assessments at different levels are in line with national requirements and updated as necessary |
| **Teaching and Learning** |  | * To contribute to the development of the whole school curriculum as appropriate, ensuring a focus on maximising success for all students * To develop and support procedures for promoting high expectations, quality teaching, learning and assessment amongst staff and students * To support, develop and maintain a high-quality learning environment * To ensure all staff undertake their duty of care and professional responsibilities * To monitor, review and educate teaching and learning through regular classroom observations * To act as a role model in the provision of high-quality teaching, learning and assessment |
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| **Staffing** |  | * To contribute to the recruitment, retention, deployment and professional development of staff * To have regular line management meetings ensuring issues are addressed and effective consultation, delegation of responsibility is carried out * To assist in the implementation of effective procedures to support underperforming staff * To participate in threshold assessment and performance management procedures * To participate in the school’s staff development programme arrangements to facilitate training and professional development |
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| **Quality Assurance:** |  | * To ensure effective quality control systems are in operation * To establish common standards of practice across the school that develop effective teaching and learning styles across the school * To contribute to the school’s procedures for monitoring and observation including lesson observation * To ensure the school’s quality assurance procedures and practices satisfy national requirements |
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| **Management Information:** |  | * To ensure the maintenance of accurate information is provided through the school’s management information system * To promote use of analysis and evaluation of data provided * To identify and take appropriate action through line management provision from data provided, followed by adequate review processes * To produce reports within the school’s monitoring, evaluation and review cycle, including use of value added data * To provide the Governing Body with relevant information relating to the school’s performance and development |
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| **Communications** |  | * To ensure that all colleagues are familiar with the schools aims and objectives. * To ensure effective communication/consultation as appropriate with the parents of students. * To liaise with other schools, educational establishments, commerce and industry, Examination Boards and any relevant external agencies * To represent the Schools views and interests. |
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| **Marketing and Liaison:** |  | * To contribute to the School liaison and marketing activities, * To lead the development of effective school and links with other educational institutions and community * To represent the school at events, conferences and meetings * To promote the school at Open Days/Evenings. |
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| **Pastoral System:** |  | * To monitor and support all aspects of the school’s pastoral system * To assist in monitoring student attendance, progress with adequate follow up procedures in order to facilitate appropriate action * To ensure the school’s behavioural management system is implemented and adhered to by staff |
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| **Teaching:** |  | * To undertake an appropriate programme of teaching in accordance with the duties of this position. |
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| **Proposed other specific duties for this role:** |  | Ensure that:   * our innovative and inclusive vision looks to the future in practice and technology; * all staff, students, governors, parents and members of the community where applicable share, understand and embrace our vision; * the School regularly reviews, evaluates and updates its *designated practices to be agreed and* outcomes and is able to demonstrate accountability for these; * operational leadership of *designated practices to be agreed is* distributed across the whole school, and is innovative in its approaches to pedagogy; * there is a strategy and development plan to ensure that the school can realise its vision for *designated practices to be agreed* and continues to be a force for change in school improvement; * the school is always kept up to date with likely budgetary needs for *designated practices to be agreed and* that there is a clear link between expenditure and student achievement; * all necessary parties use regularly and consistently use ICT to record and analyse student data; * effective electronic communications with staff, parents, students, governors and the community are established and maintained as an integrated part of school life; * the school’s policies (to be agreed) are regularly reviewed and high levels of safety ensured;   All members of the leadership team are expected to:   * undertake any other duty as specified by Statutory Teacher’s Pay and Conditions document not previously identified * undertake any other duty as specified by the Head teacher not previously identified commensurate with the grade and job title. * be courteous to other members of staff and provide a welcoming environment to visitors and telephone callers * be an integral and effective part of the whole school duty system * adhere to organisational deadlines   The school will endeavour to make any necessary reasonable adjustments to the job and working environment enabling access to employment opportunities for any colleague who develops a disabling condition |
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| This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | | |

Headteacher: …………………….…………………………………………………

Teacher: ……………………………………………….……………………………

Date issued: ……………………………………………………………………….