

Coast and Vale Learning Trust

Lady Lumley's School

Job Description: Assistant Headteacher Head of Improving the Sixth Form

Grade: L9 – L14

Assistant Headteacher

To contribute to the leadership of the school under the overall direction of the Headteacher:

- Strategically leading the Vision and Values of the school
- Leading collaboratively with the Trust and work within Trust policies
- Managing staff and resources to effect school improvement
- Monitoring and evaluating progress towards the Vision and Values of the school and driving towards achievement for all

Main Responsibilities

1. Lead the recruitment of students to the Sixth Form including a live Lady Lumley's Y6-11 recruitment strategic plan and a marketing and support for potential external applicants. Ensure Curriculum Lead Financial Planning in conjunction with an up to date understanding of ESFA (Education and Skills Funding Agency) and its implications.
2. Fully utilise all data (quality of teaching and learning, assessment data, attendance data, student voice, parent voice) to lead, monitor and continually improve student experience.
3. Lead the continuous evaluation of the Sixth Form on all key performance measures; attainment, achievement, progression, attendance, and student wellbeing against national and local criteria. Initiate intervention based on KPI and take preventative action to achieve ongoing improvement.
4. To ensure the Programme of Study for students in the sixth form is fully met, tracked, and recorded and central to Sixth Form improvement plan.
5. Lead all Sixth Form specific events and report to Curriculum Leaders, Senior Leaders and Governors on the provision in the Sixth Form.

1. Recruitment

To strategically lead a recruitment plan that supports a viable and sustainable Sixth Form at Lady Lumley's

To raise awareness and investment in the Sixth Form from Yr6-11 including but not exhaustively; through modelling, experience, guidance, marketing, curriculum-based recruitment, external promotion, and collaborative working.

Full use of CLFP to shape the sixth form curriculum to maximise use of ESF.

2. Data

To plan, gather, quality assure and evaluate live data on all Sixth Form KPIs

Ensure that all internal data is benchmarked against national and local Sixth Form data sets

Interrogate all KPI data to inform a holistic evaluation of the Sixth Form

3. Evaluation and Improvement

Fully evaluate the quality of provision in the Sixth Form and present in an evidence based manner

Plan Sixth Form improvement from the evidence provided, monitoring all actions for impact

Ensure all interventions are planned evidentially and evaluated for impact

4. Programmes of Study

Meet the DfE guidance on Programmes of Study for Sixth Form, record, track and monitor these to ensure full funding

Provide quality work experience and non-academic experiences for all Sixth Form students including PSHCEE and CIAG and the whole school 'Enrichment Learning Journey'

5. Sixth Form 'Event'

Lead the transition of students from Y11 to Sixth Form and from Y13 to progression pathways

To lead all other Sixth Form events – for example but not exhaustively; Presentation Evening, Post 18 Evening, Charity Events, Community Events

Lead and present to Curriculum Leaders on Sixth Form attainment, achievement, and curriculum, holistically to SLT and Governors and where required at Trust Level.

Other Duties

To fulfil all of the requirements and duties set out in the current Pay and Conditions document relating to the conditions of employment of teachers.

To line manage sixth form pastoral manager and sixth form tutors for their pastoral contribution

To lead Sixth Form results day and be available for Sixth Form guidance on KS4 results day

To deputise for the Headteacher in the absence of the Deputy Headteacher

To plan and manage the school's Parent Consultation Evenings for the Sixth Form

To contribute to SLT 'On Call', supervision and duties

To take responsibility for the Appraisal of other staff as directed by the Headteacher

To adhere to the school's health and safety policy

To fulfil any other reasonable requests made by the Headteacher