

HIGHAMLANE SIXTHFORM

Job Specification

Assistant Headteacher - Head of Sixth Form
(Permanent)

Full-Time

September 2024

Leadership scale: L14—18



March 2024

Dear Applicant,

Thank you for your interest in the role of Assistant Headteacher - Head of Sixth Form (Full-Time).

We are looking to appoint a dynamic individual to join our team as an Assistant Headteacher - Head of Sixth Form. This is a unique opportunity for an enthusiastic leader who can blend operational excellence with a strategic vision to continue to drive the success of our Sixth Form.

Summary of responsibilities:

1. Operational Leadership:

- Oversee the day-to-day operations of the Sixth Form, ensuring a smooth and effective learning environment.
- Manage and lead a team of colleagues, providing guidance and support to enhance student experience.
- Implement and monitor policies to maintain a positive and inclusive atmosphere within the Sixth Form.

2. Academic Excellence:

- Collaborate with teaching staff to develop and implement innovative teaching methodologies that enhance student engagement and success.
- Monitor and evaluate the academic performance of students, identifying areas for improvement and implementing strategies for enhancement.

3. Strategic Development:

- Develop a strategic vision for the Sixth Form, aligning with the overall aims and objectives of Higham Lane School and Sixth Form.
- Implement long-term plans and initiatives to drive the growth and success of the Sixth Form, fostering a culture of continuous improvement.

4. Student Support and Well-being:

- Ensure that there is a comprehensive student support system in place, addressing both academic and personal development needs.
- Foster a supportive and nurturing environment that ensures the wellbeing and happiness of all Sixth Form students.

5. Community Engagement:

- Build and maintain positive relationships with parents, carers and external stakeholders
- Collaborate with the wider school community to ensure a seamless transition for students from lower years and external schools to the Sixth Form.

Should you have any questions about the role and/or would like to arrange a visit, please do not hesitate to contact the Sixth Form on 02476 388123 and ask to speak to Caroline Smith.

If you are interested in taking on this role, please complete the application form accompanying this job pack and email this to jobs@highamlaneschool.co.uk by 12pm on Monday 8th April.

Please address the following points when completing the 'Additional Information' section of the application form:-

- why you feel your personal qualities and experience make you an excellent candidate for this position;
- your specific ideas about what you can do as Head of Sixth Form to ensure students in the Sixth Form continue to achieve well, are happy and make a positive contribution.

I look forward to reading your application.



Michael Gannon
Headteacher



Job Specification

JOB TITLE: Assistant Headteacher in charge of Sixth Form (Full-Time)

DATE OF COMMENCEMENT: September 2024

RESPONSIBLE TO: The Headteacher

CORE PURPOSE:

To lead the Sixth Form in actively and strategically promoting the wellbeing, pastoral and academic progress of students within the Sixth Form.

To carry out the professional duties of a teacher other than an Assistant Headteacher, as described in the Teachers' Standards and the School Teachers' Pay and Conditions Document, including those duties particularly assigned by the Headteacher, namely to:

- play a major role under the overall direction of the Headteacher in:
 - (a) formulating the aims and objectives of the School;
 - (b) establishing the policies through which they are to be achieved;
 - (c) managing staff and resources to that end;
 - (d) monitoring progress towards their achievement.
- undertake any professional duties of the Assistant Headteacher, reasonably delegated by the Headteacher.

If the Headteacher is absent from the School, to undertake your professional duties to the extent required by the Headteacher.

SPECIFIC DUTIES TO THE POST:

- to deliver a strategic plan for the delivery of Post 16 learning, which secures successful outcomes and positive destinations for all students.
- to support the monitoring and evaluation of standards of teaching and learning at KS5.
- to lead, organise and attend recruitment events and manage the recruitment process and selection of new students.
- to develop rigorous and robust processes and procedures to provide pastoral care along with intervention and support, where needed.

SPECIFIC DUTIES TO THE POST CONTINUED:

- to develop rigorous and robust processes and procedures to support student behaviour, attendance and achievement along with intervention and support, where needed.
- to coordinate Student Progress Evenings for Years 12 and 13.
- to maintain a suitable assessment, recording and reporting system for Post 16 learners and to report to SLT and governors regarding the on-going performance of Post 16 learners.
to lead and manage the Assistant Heads of Sixth Form (AHoSF) and to support them to manage the Sixth Form Tutors.
- to assist the Deputy Headteacher to plan an appropriate curriculum to meet the needs of the Sixth Form cohort.
- to support the AHoSF's liaison with the Subject Leader for Citizenship, Personal, Social, Health and Economic Education (CPSHEEd) regarding the creation and on-going development of appropriate Careers Education, Information, Advice and Guidance (CEIAG) materials for Post 16 learners.
- to co-ordinate an Enrichment model, allowing high-quality Enrichment to develop and promote the students' love of learning, including formally evaluated Enrichment that will carry weight for university entry including: Sports Leadership, Extended Project (EPQ), Community Volunteering, Duke of Edinburgh Award, MOOCs courses and other super-curricular opportunities.
- oversee the running of the Student Union and Rotary Interact Club.
- to assist the Examinations Officer in arrangements for both internal and external examinations for Post 16 learners and in the dissemination of results.
- to be pro-active in identifying and sharing best practice and in being aware of new curriculum and funding developments.
- to provide support and guidance to Post 16 students to ensure progression to the next stage of their educational development.
- to lead and manage applications to higher education ensuring that UCAS forms are completed to the highest standard. This includes supporting students through admission tests and the interview process.
- to create a positive culture recognising achievement and success.
- in conjunction with support staff and tutors, to liaise with students, parents and carers regarding pastoral or academic concerns or wider issues.
- to be safeguarding lead for Post 16 students for the Sixth Form.

GENERAL DUTIES OF AN SLT MEMBER:

- to act as a member of the School's Senior Leadership Team (SLT), working with others to give leadership and direction. In this collaborative role, you are encouraged to offer ideas and show initiative, whilst realising the importance of collective responsibility.
- to support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement.
- to initiate and manage effective change and improvement to develop the school and its staff.
- to take part in the self evaluation processes of the school, including lesson observation, work scrutiny, data analysis, stakeholder consultation and so on and to act upon findings in the most effective manner.
- to assist the Headteacher with strategic planning, by showing vision and developing strategies which enable the school to make progress. You are expected to contribute to both long and short-term development plans, as well as to assist in the operational and organisational aspects of these.
- to act in a supportive capacity to colleagues in the school, being available for advice, guidance and support in a sympathetic manner.
- to play a key role in the effective professional development of others, by encouraging their full participation, as well as offering to them and the school relevant INSET and to evaluate outcomes of this.
- to maintain the highest professional standards in teaching and learning.
- to lead interesting, relevant, well-planned assemblies.
- to enthusiastically engage with professional learning opportunities to promote professional effectiveness.
- to effectively manage day-to-day issues, such as duty teams, student behaviour and contact from our parents/carers, neighbours and other members of the local community.
- to effectively support the appraisal process as required and use the process to develop personal and professional effectiveness.
- to support in the supervision of students in the Sixth Form Centre before school, at break, at lunchtime and after school.
- to liaise regularly with parents/carers, being ready to discuss their concerns, as well as bringing to their attention issues affecting their child/children.
- to support school events such as Student Progress Evenings, Open Evening, Prizegiving, SLT residentials, results days and so on.

PERSON SPECIFICATION – ASSISTANT HEAD OF SIXTH FORM (Full-Time)

Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	How Identified
Qualifications	E	Honours Degree standard in teaching subject or equivalent.	1
	E	Qualified Teacher Status.	1
	D	To at least have threshold level on the Upper Pay Scale.	1
Experience	D	Significant experience of teaching at KS5 level.	1
	D	Recent management experience within a Pastoral Team and/or Subject Team.	1,2
	D	Participation in recent professional development.	1,2
	D	Facilitating the professional development of others.	1,2
Professional Knowledge and Understanding	E	with up-to-date knowledge of pastoral and academic care and other aspects of education relating to it.	1,2
	E	of how to deploy strategies for sustaining and improving high standards of teaching, learning and achievement for all students.	1,2
	D	of how to conduct effective self evaluation via data analysis, consulting stakeholders and acting upon findings.	1,2
	E	of how to use comparative data, together with information about students' prior attainment, to evaluate performance, establish benchmarks, set clear targets for improvement and raise achievement.	1,2
	E	of how to promote students' moral, social, cultural, intellectual, spiritual and physical development.	1,2
	E	of the statutory curriculum requirements for assessing, recording and reporting students' attainment or progress.	2
	E	of the implications of the Code of Practice for Special Educational Needs.	2
	E	of how to effectively safeguard students, including the requirements of 'Keeping Children Safe in Education'.	2
	E	of the Teachers' Standards	2
	D	of how to use ICT to raise standards.	1,2
	E	Experience of working with young people, their parents/carers and outside agencies.	1,2
	E	Evidence of understanding young people's social/emotional and educational needs.	1,2
	E	Knowledge of effective behaviour management strategies.	1,2
	E	Experience of working on own initiative and making decisions.	1,2
	E	Willingness to undertake training.	1,2

PERSON SPECIFICATION – ASSISTANT HEAD OF SIXTH FORM (Full-Time)

Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	How Identified
Professional Skills and Attributes	E	The ability to communicate, orally and in writing, clearly and effectively to a range of audiences and to understand the views of others.	1,2
	E	The ability to present inspirational briefings, which reinforce high standards of conduct, celebrate success and encourage students' spiritual, moral, social and cultural development as well as high quality assemblies which encourage students to apply to Higham Lane Sixth Form	1,2
	E	The ability to plan time effectively and to organise oneself well.	1,2
	E	The ability to use meeting time to lead discussion on effective learning and teaching in CPSHEEd.	1,2
	E	The ability to keep appropriate and efficient records, monitoring students' performance, including attendance, punctuality, academic progress, personal development, care and	1,2
	E	The ability to monitor, assess, record and report the progress of students' development, achievement and attainment.	1,2
	E	The ability to maintain good order and discipline amongst students, in accordance with the Sixth Form Handbook.	1,2
	E	The ability to take part in and contribute to meetings that relate to pastoral and curriculum matters.	1,2
	E	The ability to communicate and co-operate with specialists from outside agencies.	1,2
	E	The ability to plan for, organise and direct the work of support staff where appropriate.	1,2
	E	The ability to participate in the appraisal system for the appraisal of your own performance, or that of other teachers as appropriate.	1,2
	D	The ability to lead and direct the organisation of the extra-curricular activities arranged by the year group.	1,2
	E	The ability to take responsibility for your own professional development.	1,2
	E	Personal impact, self-confidence and presence.	1,2
	E	Energy, enthusiasm, commitment and perseverance	1,2
	E	Adaptability to changing circumstances and new ideas.	1,2

PERSON SPECIFICATION – ASSISTANT HEAD OF SIXTH FORM (Full-Time)

Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	How Identified
Professional Skills and Attributes	E	Reliability and integrity.	1,2
	E	Ability to work effectively as a member of a team.	1,2
	E	Ability to use ICT for recording, monitoring and reporting.	1,2
	E	Good communication (written and verbal) and interpersonal skills, with students, staff, parents/carers and others.	1,2
	E	Excellent attendance, punctuality and time management.	1,2
	E	Ability to take responsibility and work with autonomy within set boundaries.	1,2
	E	Ability to operate in a calm, measured way under pressure.	1,2
	E	Demonstrates confidence and credibility when addressing groups of people.	1,2
	E	Understands the importance of partnership working with parents/carers and other agencies.	1,2
	D	Understands and has ideas about the development of community links.	1,2
	D	Aware of the need for the School to play a full part in the local community.	1,2
	D	A sense of humour.	2
Health/Attendance	E	An excellent health and attendance record.	1,2

1=Application Form; 2=Interview



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