

Job Description

Assistant Headteacher – Head of Sixth Form (Raising Achievement of Post 16)



**Kings
Academy**
Believe and Succeed

Purpose:	The Assistant Headteacher and Head of Sixth Form is a significant senior leadership position. You will have excellent leadership qualities, creativity and energy and will work alongside the existing Senior Leadership Team to make continued, sustainable improvements. The core purpose of the role is to maximise the provision of strong leadership for Kings Sixth. - To lead, inspire and motivate all students in the Sixth Form, ensuring their welfare, wider experiences and academic success - To lead and monitor the progress made by students through data analysis, intervening to ensure good or better progress is made by individuals - To lead, support, hold accountable and develop a team of Sixth Form tutors focusing on high standards of social, personal and academic development of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them - To monitor the quality of learning experienced by the Sixth Form, liaising with Heads of Faculty and Subject Leaders offering support, guidance and challenge - To manage both the people, resources and communications associated with the Sixth Form
Reporting to:	Headteacher
Salary/Grade:	Leadership Scale Range 12– 16
Key Responsibilities:	Strategic - As a member of the Senior Leadership Team, you will be responsible for the strategic development of Kings Sixth Form - To be responsible for the Quality Assurance across all aspects of the Sixth Form - To lead on embedding consistency and the highest of teaching, learning and pastoral care for students in Kings Sixth Form Leadership - Lead Kings Sixth Form, being the figure head for students and parents/carers, driving the work ethic and setting high expectations - Provide leadership to Sixth Form Subject Leaders and Heads of Faculty, keeping a clarity and simplicity to ensure that effective teaching and learning is at the forefront - Lead the Sixth Form teaching and learning group

- Lead the TLR holders in the Sixth Form Team, providing challenge and support
- Lead and guide the administrative support that comes with this post
- Lead the growth of Kings Sixth to ensure it is the go-to choice for the area
- Lead the quality assurance and self-evaluation schedule for the Sixth Form
- To develop and drive an Annual Improvement Sixth Form Team Plan
- Lead the highest of academic challenge and rigour to ensure the best outcomes for students of all abilities
- Lead on the ethos and culture of Kings Sixth, ensuring the Sixth Form Centre is purposeful, well-resourced, and successfully managed

Academic Progress

- Drive the learning policy in Kings Sixth ensuring staff deliver excellent lessons appropriate to the personalised needs of their students
- Deliver strong academic outcomes, through effective monitoring of academic progress of Kings Sixth, securing and sustaining effective learning. Use assessment data against student and subject target grades to inform an analysis of individual student progress and subject progress. Ensure that targets for retention, achievement, progression and destinations of students are met
- Using progress data, student voice and other evaluative tools, rapidly identify students, student groups and subject underachievement. Establish and coordinate improvement strategies with Heads of Faculty, Subject Leaders and with individual students. Understand the barriers to progress and work to eliminate them. This may include devising and evaluating Raising Achievement Plans (RAPs). Evaluate the effectiveness of these interventions and report to SLT termly on the progress being made by students and subjects
- Ensure that the Sixth Form assessment, recording and reporting schedule is fit for purpose, effective and meets the current needs of students and staff. This includes PPEs, additional PPEs if needed in any subject, settling in tests and so forth
- Ensure the Sixth Form curriculum meets the needs of the current and incoming student body. Ensure that the curriculum is kept within financial restraints. Keep up-to-date with changes in Sixth Form funding which may inform future curriculum models or have budget implications
- Devise, lead-on and promote the wider Sixth Form curriculum, including the electives (enrichment) programme and Focus Days
- Deliver Learning to Learn sessions to support students' academic skill development and co-ordinate the revision lesson schedule with Subject Leaders and Heads of Faculty. Implement the Sixth Form Independent Study Policy and the subsequent monitoring of the policy including liaising with students, parents and teachers as necessary
- To deliver clear academic pathways to ensure all students are supported and stretched

Pastoral / Welfare

- Lead and manage the team of tutors, maintaining regular formal and informal contact. Act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development, and professional presence in the Sixth Form Team

- Promote positive conduct based on addressing the spiritual, moral, social and cultural development of students including participating in Collective Worship
- Ensure all tutors understand, and are actively implementing, the key aspects of the Academy's policies including those for behaviour, attendance, dress code and safeguarding
- Drive attendance for the Sixth Form. Monitor student attendance and punctuality on a weekly basis and take all appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels, setting targets where necessary
- Monitor and evaluate Sixth Form student behaviour and action appropriate sanctions, interventions and rewards
- Have an overview and co-ordinate welfare interventions in response to, but not exclusively, safeguarding, using internal referrals and work with outside agencies. The postholder will need to be Level 3 Safeguarding trained. Training will be provided
- Initiate and respond to communications with parents/carers ensuring that they are kept fully informed and involved in the progress of their daughter/son. Establish processes to further engage parents/carers
- Coordinate Sixth Form Parents' Evenings, Information Evenings and other key events including induction, transfer arrangements, outings, extra-curricular and social events, ensuring all health and safety regulations are adhered to

Management

- Organise and, through the team of tutors, implement a framework for daily/weekly tutorial activities. This covers both day-to-day administrative tasks and year specific tasks, including employability activities and careers work (including UCAS). Ensure that tutors have access to relevant materials to deliver high quality tutorial activities, including Extended Tutor Time (ETT). Maintain individual student records as necessary and ensure that they are kept up-to-date
- To oversee the completion of Data Collections/Progress Checks/Reports as appropriate via the Data Team
- Lead on recruitment for the Sixth Form including the use of an on-line application and individual student interviews, including external applicants. Oversee in-year applicants, liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting. Monitor the settling in of new students
- Oversee the marketing and PR of Kings Sixth Form, promoting Kings Sixth through taster opportunities and presentations to lower school
- Ensure the Sixth Form accommodation consistently provides an ethos of learning and responsibility
- Increase the student participation and involvement in the life of the Academy e.g. through the Senior Student Programme, Volunteer Programme, School Council representation
- Coordinate the A Level results day. The postholder will need to attend both the A Level and GCSE result days in August to provide support and advice to students
- Manage the University application process via the UCAS system. Lead the development of effective careers education and guidance to guide learners towards

Leadership:	the opportunities available to them. Lead Sixth Form higher education, employer and community links Operational • As a qualified teacher teach a subject in the main school timetable, using this to model good practice and credibility • Ensure evidence and records for an Ofsted inspection are regularly updated • Ensure safeguarding and health and safety regulations are observed, with safe working practices followed The Academy recognises that the following skills are required for this post: Leading • Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics • Holding people accountable: the drive, resilience and ability to set clear expectations and parameters and to hold others accountable for performance • Leading people: the drive and ability to provide clear direction to students and staff, and to enthuse and motivate them • Passion for learning: the drive and ability to support students in their learning, and to help them become confident, independent, aspirational learners Relating to others • Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others • Team working: the ability to work with others to achieve shared goals • Understanding others: the drive and ability to understand others, and why they behave as they do Developing people • Encourage staff to work together and share expertise within and across teams • Use coaching skills to help staff achieve their potential Reflecting • Reflect on personal and professional development • Use feedback from all stakeholders of the Academy to help improve the way you lead, manage and develop staff • Be aware of your own skills of self-management as regards time and prioritising workload Inspiring • Be able to inspire staff and pupils with the highest standards and expectations • Be able to take the initiative and lead from the front

Additional duties and information:	The responsibilities outlined in this job description are in addition to those covered in the generic teacher's job description. Senior Leaders make a significant and sustained wider contribution to the Academy. • As a member of the Senior Leadership Team, you will contribute to the day-to-day leadership of the Academy • Support the Headteacher in providing clear direction for the development of the Academy • Carry out duties and have a visible presence around the Academy • Foster the growth of the Christian distinctiveness and ethos in Academy activities as a mechanism for hope, love, respect and belonging • Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the Academy's development priorities and other improvement plans • Attend all relevant associated meetings as required, for example, Senior Leadership Meetings, Parents' Evenings • Support the work of the Governing Body. The postholder will be accountable to the Standards and School Improvement Committee. Attendance at Full Governors meetings may be required The Wessex Learning Trust and Kings Academy are committed to safeguarding and promoting the welfare of students and staff. All staff working within the Wessex Learning Trust are expected to share a commitment to this. You will be expected to lead, follow, and promote the procedures in the Child Protection Policy and report any concerns. Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The postholder will be expected to comply with any reasonable request as directed by the Headteacher to undertake work of a similar nature that is not specified in this job description. This may include being the Headteacher's representative for meetings and events. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. This job description is current at the date shown but will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Academy.
--	---

Person Specification

Assistant Headteacher – Head of Sixth Form

Description	Method of Assessment
Qualifications, Knowledge and Understanding Essential - A good degree - Evidence of previous and ongoing commitment to further professional training/development - Knowledge of current educational thinking regarding raising achievement through teaching and learning Desirable - Qualified Teacher Status - Level 2 or above safeguarding trained - Safer recruitment trained Skills and Abilities Essential - To be an outstanding classroom practitioner and enjoy teaching - Can demonstrate high standards in the necessary professional competencies required for teachers, including subject knowledge and application, classroom management, assessment recording and reporting students' progress - Understand and interpret complex data to improve outcomes - Understand the importance of self-evaluation in raising standards - Be a strategic thinker - Organise, develop and evaluate effective systems - Proven track record of success in a middle leadership capacity in the secondary sector - Prioritise and plan in advance to ensure completion of tasks - Take responsibility for CPD needs - Have a commitment to the continuous improvement of pastoral and behaviour systems and the achievement of the highest possible social standards - Good ICT skills - Excellent interpersonal and communication skills - Excellent listening skills - Excellent written communications skills - Evidence of high order administrative, organisational and management skills - A highly professional manner always - An excellent focus on standards to raise achievements - A calm and clear approach when problem-solving - High emotional intelligence - Ability to chair meetings and be a good ambassador for the Academy in external meetings	Application form/interview Application form/interview

• A good sense of humour and the ability to remain calm under pressure • Excellent punctuality and attendance • A can-do attitude Strategic Direction – Leadership and Management Essential • The ability to identify future problems and suggest solutions • To be able to support the Headteacher in developing a broad range of strategies for improvement • To be able to prioritise, be efficient and meet deadlines • To be an effective team player with the capacity to lead and influence others • The ability to set high expectations and challenge underachievement whilst retaining a positive and encouraging working relationship Desirable • To have experience of running a budget	Application form/interview
Experience Essential • Evidence of whole school impact in a secondary school • Evidence of successful team leadership • Evidence of having led and implemented change • Evidence of engaging effectively with parents/carers • Evidence of significantly improving achievement levels of young people Desirable • Experience of working with the wider community	Application form/interview