



ASSISTANT HEADTEACHER & HEAD OF SIXTH FORM

Job Description & Person Specification

September 2022

1. General Information

Reporting to:

Headteacher

Responsible for:

The sixth form team and line management of allocated colleagues. The sixth form team consists of form tutors, a deputy head of sixth form and dedicated administration hours.

Liaising with:

Headteacher, senior leadership team, SENCO, Subject leaders, relevant staff with cross-school responsibilities, relevant support staff, external agencies and parents

Working time:

Full time, permanent position

Salary/Grade:

Leadership pay scale

Disclosure level:

Enhanced

Review arrangements:

The details contained in this job description reflect the content of the job at the date it was prepared. Over time, the nature of the job may change and the jobholder is expected to be flexible with this. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will revise the job description from time to time and will consult with the post holder at the appropriate time.

2. Assistant Headteacher Responsibilities

2.1 Core purpose of the Assistant Headteacher

The core purpose of the Assistant Headteacher is to provide professional leadership and management for the school, as set out in academy policies. This will be carried out in partnership with the governors, Headteacher and other members of the senior leadership team; promoting a secure foundation from which to achieve the highest standards in all areas of the school's work.

2.2 Shaping the future

The Assistant Head will be an ambitious strategic thinker, who will:

- Support the Headteacher and governors in establishing a vision for the future development of the school
- Play a leading role in school improvement and development planning
- Play a leading role in whole school self-evaluation
- Promote a culture of collaboration and teamwork within the school
- Promote a culture of close collaboration and teamwork across the school and the community of the school

2.3 Leading Teaching and Learning

The Assistant Headteacher will be a committed and outstanding teacher with a strong moral purpose who will foster a culture that supports creativity and innovative approaches to teaching and learning

- Lead professional development and training to support the highest standards of teaching and learning
- Support increasing independence amongst our learners
- Lead development in supporting the highest standards of literacy and numeracy
- Support structures that sustain optimum behaviour for learning
- Champion the development of ICT to support teaching and learning

- Ensure that tracking and target setting processes have impact
- Contribute to the development of a curriculum that engages and motivates all learners
- Monitor and evaluate the provision that enriches the social, moral, spiritual and cultural life of the community

2.4 Developing self and working with others

The Assistant Headteacher will be a role model for staff and students who will:

- Lead by example, taking responsibility for personal professional development
- Foster a culture of collaboration across the organisation
- Plan and delegate effectively to support good time management
- Celebrate success at all levels

2.5 Managing the organisation

The Assistant Headteacher will be an excellent manager, who will:

- Support the structures underpinning the day-to-day management of the school
- Contribute to the effective deployment of resources
- Contribute to the recruitment and retention of a high performing staff team

2.6 Securing accountability

The Assistant Headteacher will be courageous and clear thinking in the interests of the students and will:

- Ensure that the best interests of all students are at the heart of all decision making
- Lead the performance management of the teaching staff
- Support governors and staff to understand and use data to underpin improvement
- Challenge underperformance at all levels and devise strategies for improvement

2.7 Strengthening Community

The Assistant Headteacher will appreciate and support the community by:

- Developing and sustaining relationships with the community of parents
- Assisting parents to support their children's aspirations and achievements
- Supporting developments in the school's family of primary schools
- Fostering community cohesion
- Celebrating the community's traditions and embracing aspirations for its future
- Promoting equal opportunities
- Gathering and responding to community feedback to support school improvement

3. Head of Sixth Form Responsibilities

- 3.1** To lead the Sixth Form in meeting the school's aims, by building and maintaining a staff and student ethos of high expectations, independent learning and wider contribution to the school community in order to be destination ready
- 3.2** To encourage students in years 7-11 to continue their education at Bishops' Blue Coat High School, by ensuring the sixth formers are appealing role models and that courses are marketed
- 3.3** To produce all appropriate documentation to promote the Sixth Form to internal and external students, their families and the wider community
- 3.4** To develop appropriate curricular and co-curricular opportunities for Sixth Form students and lead in the planning and introduction of any agreed curriculum changes
- 3.5** To represent the Sixth Form team at public forums which promote the Sixth Form to the wider school community, such as open evenings and results award evenings
- 3.6** To oversee the welfare and progress, both academic and pastoral, of Sixth Form students

- 3.7** To use all available data to monitor students' progress and to work with subject staff and tutors to manage appropriate and timely interventions
- 3.8** To provide leadership, direction and support to Sixth Form tutors
- 3.9** To liaise closely with the Careers Service to ensure appropriate progress is made for all students in their applications to Higher Education or careers beyond the Sixth Form
- 3.10** To ensure the smooth running of the UCAS programme, help prepare UCAS events, oversee the writing of school references and deliver appropriate sessions to students
- 3.11** To create new, and further develop, existing links with universities and businesses. Oversee the provision of university tests, apprenticeship and destination links.
- 3.12** To liaise with academic departments regarding the development and maintenance of enriching societies and links with alumni
- 3.13** To teach around 20 lessons per fortnightly cycle

4. Other Responsibilities

- 4.1** To undertake duties reasonably requested by the Headteacher, not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job descriptions

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor to make any necessary, reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



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PERSON SPECIFICATION

	Essential	Desirable
Qualifications	QTS status Good Degree	Evidence of post graduate studies / CPD
Experience	Teaching to Advanced Level Proven record of examination success Experience of monitoring and evaluating teaching and learning A significant leadership and management role Experience of leading change	Teaching in a comprehensive School Contribution to extra-curricular activities Leadership role relating to Sixth Form Leadership role 11-18 Experience of being a Sixth Form tutor
Knowledge and Skills	Enthusiasm and talent for working with students with a range of abilities and interests Ability to secure high achievement Ability to lead and manage a high performing team Ability to work effectively as part of a team Ability to identify and effectively resolve underperformance through data analysis, observation and action planning Ability to lead new initiatives A strategic thinker Good interpersonal skills A person who is hardworking, able to get things done under pressure and meet deadlines A good communicator Knowledge of current developments in Sixth Form education Competent and effective use of ICT	Detailed knowledge of ALPs, L3VA or similar quality assurance processes
Philosophy and Beliefs	Able to make a positive contribution to our church ethos Passion for working with Sixth Form students Committed to inclusion and the importance of all students Committed to continuous improvement High expectations and standards Committed to making learning an enjoyable experience Committed to the development of the Sixth Form team through utilization of CPD and the development of in-house provision Committed to the safeguarding of young people	Leadership role in a church school