



Assistant Headteacher: Head of Sixth Form

To lead on the progress, academic standards and pastoral welfare of all students across the Sixth Form.

L13-17 (£56,271 - £62,570)

PURPOSE OF POST

1. To be a member of the Senior Leadership Team of The Blue Coat School, with a specific responsibility for the progress, academic standards and pastoral welfare of all Sixth Form students.
2. To be responsible for the day-to-day running of the Sixth Form, its ethos and tone, and working with the Directors of Learning and the wider Sixth Form team to ensure high standards across the board.
3. To monitor, track and support the progress and academic standards of all Sixth Form students.
4. To lead on recruitment and marketing for internal and external applicants to the Sixth Form.
5. To support students with their progression into higher education, apprenticeships or employment.
6. To bring knowledge, expertise and high-order skills to the work of the school.
7. To actively model and promote the values and ethos of the school.
8. To be accountable for the line-management of staff as directed by the Headteacher.
9. To actively support the efficient and effective running of the school and good order, welfare, and safety of students and staff.

Reporting To

Deputy Headteacher

GENERIC RESPONSIBILITIES

Shaping the future: Strategic direction

1. To ensure outstanding provision for Sixth Form Students in all areas of school life.
2. To keep abreast of local, national and global trends.
3. To contribute actively to building, communicating and implementing a shared vision of the Sixth Forms future.
4. To contribute actively to the strategic planning process.
5. To work with new technologies and help develop their use to promote teaching, learning, the experience of Sixth Form students, the effectiveness of the school, and the school in its role as a National Teaching School Hub.
6. To be accountable for leading and managing change.
7. To demonstrate commitment to –
 - a) collaborative school vision of excellence and equity – high standards / expectations for all students.
 - b) helping to set and achieve challenging and ambitious targets.
 - c) Inclusion social capital and building cultural capital for all.
8. To demonstrate the ability to –
 - a) think strategically
 - b) inspire, challenge, motivate and empower others
 - c) model the values and vision of the school and actively promote ethos.



The Blue Coat School

Job Description & Person Specification

Leading teaching and learning.

To have knowledge of:

1. School accountability measures.
2. Data collection tools and analysis (comparative performance, prior attainment, targets, etc).
3. Strategies for raising achievement and achieving excellence in the personal development of young people.
4. Use of new and emerging technologies to support teaching and learning.
5. Assessment / reporting.
6. Models of teaching and learning.
7. Principles of effective lesson observation to focus on learning and progress.
8. School self-evaluation (monitoring and evaluation).
9. Strategies for improving attendance and engaging students.
10. School systems (e.g. examinations).
11. Strategies for supporting effective behaviour management.
12. External support services available to support pupils and their families.

To show commitment to:

1. Raising standards in pursuit of excellence.
2. Equipping students with the necessary mindset for success; building resilience, ambition, determination and problem-solving.
3. The entitlement of all pupils to the best possible teaching and learning.
4. Personalised and cooperative learning.
5. Coaching and mentoring students to ensure maximum commitment and effort.

To demonstrate the ability to:

1. Demonstrate personal enthusiasm for learning.
2. Demonstrate the principles and practice of the best teaching and learning.
3. Challenge poor performance.
4. Develop relevant strategies for improved performance.

SPECIFIC RESPONSIBILITIES

1. The leadership of our Sixth Form and the quality of provision, progress, outcomes and development of staff.
2. To work with the Deputy Headteacher and other colleagues to build high quality provision and support for all Sixth Form Students.

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

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



In your letter of application, please demonstrate how you meet these criteria.
Do not include a curriculum vitae.

Assistant Headteacher (Head of Sixth Form) January 2022	How identified (A/L/I/LO/R)
Essential	
<p>Qualifications:</p> <ul style="list-style-type: none"> Degree PGCE and Qualified Teacher Status <p>Professional knowledge, experience and attributes:</p> <ul style="list-style-type: none"> Outstanding practitioner, as evidenced by student progress/outcomes/performance feedback. Significant, substantial and successful experience at middle or senior leadership level. An awareness of pastoral processes, systems and policies. A broad awareness and understanding of educational research on 'what works' in improving outcomes, provision and pastoral support for students. Track record of successful team leadership which has improved provision, progress and outcomes. Data-smart – able to use data analysis and ask the right questions to promote thinking and improvement. Track record of effective and successful project management, and change management. <p>Personal and Professional Qualities:</p> <ul style="list-style-type: none"> Strategic, future-orientated, able to balance long and short-term horizons. Energetic, focused and a completer. Intellectually and organisationally agile and well-organised: open to new directions, continuously pro-active and thinking ahead, whilst planning and structuring what needs to be done to translate aspiration into reality. Outstanding communicator – persuasive and inspiring at a group level, with high emotional intelligence and influencing skills 1:1 and with smaller groups. A good networker – flexible, receptive, persuasive. Resourceful and creative. Excellent time manager. Resilient. Intuitive. Tactful. 	<p>A/L</p> <p>A/L/R</p> <p>A/L/R L/R/I</p> <p>L/R/I</p> <p>L/R/I</p> <p>L/R/I</p> <p>L/R/I</p> <p>L/I/R L/I/R L/I/R</p> <p>I/R</p> <p>L/I/R L/I/R L/I/R L/I/R I/R I/R</p>



Desirable	
<p>Qualifications:</p> <ul style="list-style-type: none">Higher Degree/relevant qualification.	A/L
<p>Professional knowledge, experience and attributes:</p> <ul style="list-style-type: none">Experience of supporting/mentoring/coaching staff.Track record of effective and successful project management, and change management, ideally both at team level and across teams. Ideally at both department level, and at a whole-school level including a cross-section of staff whom you do not line manage.Capacity to develop as a coach and facilitator of training for other staff re provision for less able pupils and effective literacy practice.Experience of supporting Sixth Form Students.	L/I/R L/I/R L/I/R L/I/R
<p>Personal and Professional Qualities:</p> <ul style="list-style-type: none">Negotiation skills.	L/I/R
A: Application L: Letter R: Reference I: Interview	

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview