**ASSISTANT HEADTEACHER, KS5, HEAD OF 6TH FORM**

**JOB DESCRIPTION**

**Salary:** **L15 – L19**

**Responsible to: a) Deputy Headteacher, Teaching and Learning (Teaching and Learning aspects of the role); and**

**b) Deputy Headteacher, Student Support (Pastoral / Student Support aspects of the role)**

# Core Purpose:

All members of the Senior Leadership Team (SLT) share responsibility for providing leadership in relation to school culture, vision, and policies. This includes the promotion of student achievement, maintenance of good behaviour and discipline, support for colleagues, having high standards and expectations, demanding high standards and expectations, encouragement and support for school activities. There is a shared senior team responsibility for whole school planning, monitoring, review and evaluation.

**Specific Responsibilities:**

1. To work closely with the Deputy Headteacher Student Support and the Deputy Headteacher Teaching and Learning.
2. To deputise for the Deputy Headteacher Student Support as necessary.
3. To take a lead on ensuring the highest quality KS5 teaching and learning, standards and progress (working with and responsible to the Deputy Headteacher Teaching and Learning).
4. Together with the Heads of Year 12 and 13, responsibility for all matters relating to KS5students: achievement; attainment; tracking; welfare and development; behaviour and discipline; rewards and praise; sanctions; records; attendance; dress code; student diaries; student responsibilities including committee/council/house system; social events for students.
5. Responsibility for the recruitment of students to the 6th Form.
6. Responsibility for all matters relating to students’ entry into Post 18 Education and training
7. Improve the number of students successfully gaining admission to Russell Group universities and high quality intern/apprenticeship programmes.
8. Improving the achievement of minority groups disadvantaged students and their progression onto aspirational courses.
9. Liaison with the Harrow 6th Form Collegiate or any other future post 16 collaborative organisation within the London Borough of Harrow.
10. Line management of:  
    Heads of Year 12 and 13

6th Form Tutors/ Assistant Year Coordinator

UCAS Advisor

6th Form Study Mentors

Head of Careers re post-16 careers

Other 6th Form staff as appointed

Other middle leaders/managers as required.

1. Oversight of all 6th Form data returns.
2. Co-responsibility (with Deputy Head Teaching and Learning and Deputy Head Student Support) for the 6th Form subject choice process.
3. Responsibility for 6th Form information evenings.
4. Responsibility for the 6th Form/Collegiate prospectuses and other written information.
5. Responsibility for visits from prospective 6th Form students and parents.
6. Responsibility for mid-term admissions into KS5.
7. Responsibility for all 6th Form Parent Evenings.
8. Development of student leadership within the 6th form.
9. Child Protection named teacher – KS5.
10. Assisting the Deputy Headteacher Student Support in the oversight of Equal Opportunities.
11. Liaison with colleagues as necessary in order to ensure the effective running of KS5.
12. Working with Outside Agencies.
13. Liaising with and reporting to Governors as necessary.
14. Teaching for an appropriate proportion of the week.
15. Keeping up to date with developments relating to this job description and liaising with/training colleagues as appropriate.
16. Membership of the Senior Leadership Team (SLT).
17. Chairing/convening/planning/attending meetings as necessary.
18. Representing the school to a variety of audiences.
19. Taking assemblies.
20. Participating in SLT duties.
21. To safeguard and promote the welfare of children.
22. Carrying out duties and responsibilities commensurate with the post necessary for the smooth running of the school as required by the Headteacher.
23. Carrying out duties and responsibilities as set out in the current School Teachers’ Pay and Conditions Document and Acts.

In accordance with paragraph 51.4 of the School Teachers Pay and Conditions document, the working days provisions at paragraph 51.2 do not apply to Headteachers, Deputy Headteachers, Assistant Headteachers or teachers on the pay range for leading practitioners.