



# Assistant Headteacher Job Description

## Kesteven and Grantham Girls' School

<b>Post Title</b>	Assistant Headteacher Post-16 Education and Welfare
<b>Staff Name</b>	
<b>Date of Appointment</b>	
<b>Starting date of post</b>	
<b>Responsible To</b>	Headteacher
<b>Salary/Grade</b>	L10 – L14
<b>Disclosure Level</b>	Enhanced
<b>Working Time</b>	195 days per year, full time To maintain a teaching commitment of up to 26 periods out of 50 per fortnight as required by the needs of their Faculty

### SENIOR MANAGEMENT TEAM AT KGGS – GENERAL RESPONSIBILITIES

#### 1. MEETINGS

- Attending regular SLT meetings and briefings to consider all issues relating to the effective functioning of the school.
- Participating and contributing to regular meetings of the middle leadership team at KGGS as required.

#### 2. STAFFING

- Line management of faculties/subjects/extracurricular, such as DofE.
- Line management of both teaching and support staff.
- Completing the performance management/appraisal reviews for both teaching and support staff.
- Contribute to staff and tutor handbooks.
- Contribute to staff induction.
- Deliver staff training.

#### 3. RECRUITMENT, INTERVIEWING AND APPOINTMENTS

- Preparation of job descriptions and adverts.
- Member of interview panel (Safer Recruiting Training).
- Lesson observations as part of interview process.

#### 4. WHOLE SCHOOL MATTERS

- Liaising with members of the school staff on day-to-day matters (site team, catering staff, administrative staff etc.).
- Contributing to school calendar planning.
- Attending after school events – presentation evenings, information evenings, consultation evenings, school productions etc.
- Representing the school at external events.
- Representing Headteacher as appropriate.
- Contribute to the School Self Evaluation (SEF) School Development Plan (SDP) and take joint responsibility for one or more of the SDP objectives each year.

#### 5. QUALITY ASSURANCE

- Regularly complete QA activities with the associated feedback / reporting for a wide range of teaching staff through the pop-in programme.
- Contributing to school quality assurance – pop ins, book looks, student discussion groups, year group reviews etc.

- Preparing for OFSTED inspections.

## 6. POLICIES AND GOVERNANCE

- Representing the school at selected governors' meetings – delivering reports where required.
- Writing and reviewing school policies – including implementation and management.

## 7. DUTIES

- Maintaining a high presence throughout the school day, supporting and supervising after school and weekend events when required.
- To support the SLT Holiday Duty Rota.

## 8. COMPLAINTS AND DISCIPLINARY PROCEDURES

- Conducting, supporting or overseeing, independent investigations relating to students and staffing issues.

## 9. TIMETABLE COMMITMENT

- The school recognises the significant whole school and cross curricular contribution members of the Senior Leadership Team are required to make. They are also expected to be highly able lead practitioners, experts in their own field and to maintain a teaching commitment of up to 24 periods out of 50 per fortnight as required by the needs of their faculty.

## SPECIFIC ASPECTS FOR ASSISTANT HEADTEACHER POST-16 EDUCATION AND WELFARE

### 1. PASTORAL

#### Overview

- Maintain a current perspective with regard to government initiatives, implement/update systems as required.
- Oversee all Pastoral matters for sixth form.
- Liaise with outside agencies on behalf of students and parents.
- Supporting heads of year with individual parents when necessary.
- Conduct whole school surveys when necessary.
- Co-ordinate the sixth form school guidance programme and scheme of work including outside speakers/visitors.
- Act as one of the school's Deputy Designated Safeguarding Leads.

#### Heads of Year, 6<sup>th</sup> form Tutors and Support Staff

- Oversee the work of sixth form heads of year, sixth form administrator and guidance mentor and team of sixth form tutors.
- Training of staff in UCAS administration.
- Liaise with heads of faculty and heads of year to ensure smooth co-ordination of school activities, events and consistent support for students.
- Co-ordinate sixth form assemblies.

#### Students

- Oversee allocation of the 6<sup>th</sup> form Bursary.
- Counsel individual students, parents and staff when required.
- Liaise with the Assistant Headteacher Learners and Learning for Year 11 – Year 12 transition.
- Manage Year 12 subject reduction and enrichment programme.
- Oversee the election process for student positions of responsibility in the sixth form.
- Supervise, brief and guide head girls.
- Develop and monitor prefect system.
- Promote sixth form to key stage 4 students both internal and external.
- Manage the transition process Year 12 to 13 and Year 13 to post 18 options.
- Advise key stage 4 students on A level choices.
- Prepare and supervise university applications and references as nominated UCAS co-ordinator.
- Co-ordinate and source advice and guidance for non-HE applicants.
- Oversee the updating of the sixth form courses booklet.

- Liaise with external post-16 providers (e.g. King's, Walton) over options and student curriculum issues.

#### **SEND IN RELATION TO STUDENTS IN THE SIXTH FORM**

- Liaise with SEND and sixth form heads of year.
- Oversee the delivery of SEND support for sixth form students.

#### **2. MONITORING AND REPORTING**

- Liaise with sixth form heads of year over student progress report analysis.
- Analysis of examination results against predicted grades for Year 13 students and against targets for Year 12 students.
- Providing an annual Year 13 destinations report for SLT and governors.
- Lead on strategy implementation for students underperforming in the sixth form.
- Organising the collection of university predicted grades for Year 13 students.
- Progression and development of sixth form contract to accommodate required changes and responsibility for implementation of terms of the contract, ensuring that sixth form students are aware of and understand the contents of the contract.

#### **3. QUALITY ASSURANCE**

- Quality control and monitor the progress of students within the sixth form.
- Ensuring an up-to-date knowledge of university courses, student finance and strategic applications for individual students.
- Oversee and quality control the guidance programme for all sixth form students and ensure appropriate resources are utilised.

#### **4. POST 16 BURSARIES**

- Oversee allocation of sixth form bursary.
- Promoting awareness of and enabling access to post 16 bursary funds.
- Monitoring numbers of students entitled and overseeing monies allocated to school.
- Managing the appropriate allocation post 16 Bursary funds.
- Managing the post 16 bursary policy in line with national requirements.

#### **5. ORGANISATION OF SCHOOL EVENTS**

- Plan and deliver, working with the relevant heads of year, the sixth form consultation evenings, the sixth form information evenings, the higher education evening and post 18 day.
- Plan and co-ordinate induction programme for sixth form students.
- Co-ordinate A-level examination results day in August.
- Work with students and staff on the GCSE results day in August.
- Manage and present the A Level award ceremony.
- Assist in the planning and delivery of the GCSE presentation evening.

#### **6. CAREERS INFORMATION AND GUIDANCE**

- Act as the school's careers lead for Year 7 to Year 13 students in accordance with the National Careers Strategy, liaising with the Assistant Headteacher Learners and Learning and relevant heads of year.
- Coordinate contact between students and the independent careers advisor.
- Review the schools' careers programme and update as required.
- Oversee the production of the school careers bulletin.
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This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

Signed Assistant Headteacher		Date	
Signed Headteacher		Date	