APPLICANT PACK

# DEPUTY HEAD OF SIXTH FORM

## (Teacher of Psychology/Economics preferred)

## Harris Science Academy East London

**Main Scale +TLR + Performance and Loyalty Bonus**
**+ Harris Wellbeing Cash Plan + Pension Scheme (LGPS)**
**+ Additional Harris Benefits**

**For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the academy on 020 8981 2680 or info@harrisscienceeastlondon.org.uk**

# Main Areas of Responsibility

## Job Description: Deputy Head of Sixth Form

The Deputy Head of Sixth Form will support the Head of Sixth Form in the day-to-day running of the Sixth Form, the academic progress and pastoral welfare of the Sixth Form students and the operation of the Sixth Form area.

The Deputy Head of Sixth Form will report to the Assistant Principal / Head of Sixth Form.

## General responsibilities:

- Monitor student progress and post-16 teaching and learning provision, providing staff with the appropriate direction, guidance, support and development opportunities to enable them to successfully achieve their individual and team objectives.
- Ensure a high quality of pastoral care and student support in the Sixth Form
- Promote the Sixth Form to ensure retention of existing Year 11 pupils and the recruitment of external applicants
- Support with the management of the UCAS process and post 18 programme
- Establish and implement an effective working relationship with colleagues across the Federation and beyond
- Support the running of the Sixth Form Centre

## Specific responsibilities:

- To support the Head of Sixth form to implement the strategic plan for the Sixth Form, to ensure the Sixth Form is oversubscribed.
- To encourage students to contribute positively to the life of the Sixth Form and the wider life of the Academy
- To develop and deliver a structured and purposeful tutorial programme
- To support with the monitoring of Sixth Form attainment and effort grades
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To support with reference writing and the administration of the UCAS/ post 18 process
- To support with the review and distribution of A level results in August and at other times during the year after each data drop, and to plan subsequent interventions

- Monitor and enforce good attendance and punctuality, with regular communication to home when needed.

- To support with the monitoring of student conduct and to respond accordingly.

- To support with the organisation of the private study arrangements for Sixth Form students

- To support the Sixth Form co-curricular programme including tutor time and enrichment

- To work with Year 11 tutors and students and to ensure the smooth transfer of students to the Sixth Form

- To support with the organisation and running of the Sixth Form Open Evening for students and parents and other events as appropriate

- To support the successful Year 12 induction programme

- To support with the collection and maintenance of student destinations

This job description is not exhaustive and the postholder will be expected to undertake any other duties as reasonably requested by the Principal.

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

The academy will endeavour to make any necessary reasonable adjustments 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# Person Specification

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| **Qualifications** | Graduate<br>Qualified Teacher Status<br>Enhanced DBS and validated references<br>Eligibility to work in the UK |
| **Experience** | Evidence of further professional development relevant to the post<br>Practical experience of successfully promoting equality of opportunity<br>Pastoral experience demonstrated by securing high levels of behaviour, attendance and commitment from students of all abilities and backgrounds<br>Successful experience of raising levels of attainment and progress |
| **Knowledge** | Best practice relevant to the job description<br>Current developments within secondary education<br>Understanding of safeguarding requirements<br>Delivering and implementing change<br>Excellent leadership and management skills, inspiring confidence in staff and students so that they can succeed and achieve their personal best<br>Excellent teacher of students across a range of abilities<br>Knowledge and understanding of data and its use in raising achievement<br>Knowledge of Keeping Children Safe in education and relevant legislation |
| **Skills** | High quality teaching skills<br>Ability to make a difference to the culture and ethos of the academy, including: high expectations for all and commitment to equalities, challenging underperformance and supporting improvements and being open, honest and firm but fair<br>Excellent skills in the management of students from all backgrounds<br>Excellent communication and presentation skills, both written and oral<br>A “can-do” approach and positive attitude to innovation and change<br>Personal impact and presence, self-confidence<br>Excellent team leader and team player<br>Adaptability to changing circumstances and new ideas<br>Ability to prioritise and manage own time effectively. |
| **Personal qualities** | Proactive, enthusiastic, optimistic and innovative<br>Reliable and resilient with a strong sense of gravitas<br>A role model for others with a high degree of integrity and professionalism<br>Emotionally intelligent and self-aware<br>Calm under pressure and flexible in approach |

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The jobholder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1) Equal Opportunities
2) Health and Safety
3) General Data Protection Regulations (2018) and Data Protection Act (2018)
4) Safeguarding children

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Thank you for your interest in our school. We look forward to receiving your application.

*If you think a career with us is right for you, discover more at: www.harriscareers.org.uk*

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Harris Federation