

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield



Teacher Training Alliance. The school sits within a new building with a full complement of facilities.

In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: www.silverdale-chorustrust.org

Deputy Head of Sixth Form – TLR2C £7,488

Payscale M1 to UPS3

Permanent

To start: September 2024

About this vacancy

Required from September 2024 an enthusiastic, forward-thinking and committed teacher to lead and develop our Sixth Form. Applications are welcome from all subject areas.

We are seeking to appoint an outstanding practitioner who will work alongside our Head of Sixth Form and the wider Sixth Form team to provide pastoral support for our students as well as leading and enhancing our Sixth Form provision.

Alongside the Head of Sixth Form the Deputy Head of Sixth Form will be responsible for the behaviour, attendance and safety of students and will design and implement support strategies. They will implement school procedures and processes and monitor and track student pastoral and academic performance.

The Deputy Head of Sixth Form will work with pastoral managers, form tutors, well-being and safeguarding practitioners and senior leaders to ensure all students achieve to their full potential, particularly learners most in need of support.

The Deputy Head of Sixth Form will also have a teaching timetable to ensure the delivery of a broad and balanced curriculum.

Benefits include:

- CPD support from one of the largest Teaching Schools, the **Sheffield Teacher Training Alliance**, throughout your career.

- Opportunities to develop skills and experience as part of a growing, local Trust.

Chorus Education Trust is proud to support flexible working arrangements.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Blake Foster (Business Manager) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on 21st April 2024.**

Interviews to be held: **week beginning 29th April 2024.**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy www.chorustrust.org/policies.

Job Description: summary

Post title:	Deputy Head of Sixth Form
Grade:	M1 to UPS3 Plus TLR2C (£7,488)
Responsible to:	Head of Sixth Form
Line Manager of Postholder:	Designated member of SLT
Postholder will work with:	All teaching (form tutors) and support based staff (pastoral managers) within the Key Stage as agreed with the Head of School.
Purpose of job:	<p>In addition to the requirements of a class teacher, the post holder will:</p> <ul style="list-style-type: none"> • Take responsibility for the performance of a specific year group within the Sixth Form in order to promote 'Outstanding Achievement for All' and to promote the highest standards in student behaviour, personal development and wellbeing. • Analyse and be accountable for student progress/results for the specific year group and coordinate additional intervention or support for targeted students if required. • Support, hold accountable, develop and lead the pastoral team. • Be a role model of professionalism and good practice. • Develop and enhance the teaching practice of others. • Ensure the provision of an appropriately broad, balanced, relevant, and differentiated curriculum for students across the Sixth Form. • Ensure the consistent application of Chorus Education Trust Policies and Procedures by all support staff and form tutors across the Sixth Form. • Support in the transition of students from KS4 to post 16 and Post 16 to Further Education or Employment.
	This post may work across the Trust Schools.
Version revised:	March 2024

Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

The job description should be read alongside the range of professional duties of teachers as set out the Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Department for Education.

The specific duties and responsibilities include but are not limited to:

Leadership and Management

- Lead and manage the strategic development and improvement of the Sixth Form, in conjunction with the Head of Sixth Form.
- To develop and monitor through a regular QA of Tutor Time for a specific year group, the work of the form tutors and ensure the delivery of a high-quality Programme of Learning and Pastoral Care for Tutor Time on a daily basis.
- To take specific responsibility for the progress and pastoral support of students in a particular year group including transition and the UCAS application process.
- In conjunction with the Head of Sixth Form analyse, monitor and evaluate student progress across a specific year group, after each Assessment Point.
- Coordinate robust and timely intervention programme for students when necessary, liaising with SLT, Inclusion and Well-being team, SENCO, subject teachers and parents/carers.
- Providing guidance and recommendations to teachers and support staff through briefings, Heads Up, meetings etc.
- To assist with the admissions process for the sixth form, including working on key dates around GCSE results day (August).
- Contribute to the recruitment of students to 6th form including attendance at Sixth Form recruitment events.
- Co-ordinate the Sixth Form Celebration Evening, as determined by Head of Sixth Form and SLT link, and contribute to other related 6th form events.
- Lead the Sixth Form Student Leadership Team, including oversight of the Y13 Prom.
- Provide a robust induction of new staff / form tutors in line with trust/school policies and procedures.
- Promote teamwork and to motivate staff to ensure effective working relationships.
- Effectively communicate information from meetings from Middle Leaders and Line Management meetings to relevant stakeholders.

- Ensure effective and timely communication/consultation from your team as appropriate with the parents/carers of students, especially in relation to underachievement.

Teaching and Learning

- Teach consistently good or better lessons.
- Lead the development of a curriculum that is inclusive.
- Help craft 14-19 pathways that are enriched by partnerships but also meet exam expectations.
- Ensure the offer to all post 16 learners complies with the guided learning hours and requirements of the post 16 study programme.
- Strategic lead for careers information, advice and guidance in the Sixth form.
- Co-ordinate the year group PSHE programme through assemblies and form time provision.
- In conjunction with the Head of Sixth Form use data to inform and monitor performance and identify areas for improvement to be included in the (KIP).
- Work with the Head of Sixth Form and Subject Leaders to identify and intervene with vulnerable and/or underachieving students.

Achievement and Progress

- Ensure the establishment of common high standards of practice across the Sixth Form and develop the effectiveness of teaching and learning styles.
- Alongside the Head of Sixth Form establish and monitor the robust process of setting of targets within the Key Stage and to work towards their achievement.
- Monitor and evaluate student progress and achievement against targets.
- Lead evaluation strategies to contribute to overall school self-evaluation.
- Contribute to the school QA through Professional Learning Visits (PLVs)
- Support in the maintenance of accurate and up to date information concerning student progress within the Key Stage on the management information system.
- Analyse and evaluate performance data provided and take swift and appropriate action in response to under achievement.

Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities - All staff are considered part of the overall Trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Deputy Head of Sixth Form

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Qualifications			
A relevant degree together with PGCE or equivalent teaching qualification (or currently an ITT/GTP trainee).	✓		A
Evidence of commitment to CPD to support areas of the job role.	✓		A / I
Professional qualifications associated with pastoral care, safeguarding and inclusion.		✓	A / I
Experience			
Successful teaching record including very good exam results	✓		A / I
Successful and sustained impact in providing pastoral care for students.	✓		A / I
Experience of working in teams.	✓		A / I / R
Understanding of developing strategies and procedures beyond own classroom.	✓		A / I
Knowledge and understanding regarding safeguarding, child protection and Prevent.	✓		A / I / R
A track record of collegiate working in support of student progress.	✓		A / I
Use of student performance data to inform classroom teaching and interventions.	✓		A / I / R
Professional knowledge and understanding			
An established knowledge of effective intervention strategies to support pastoral development	✓		A / I

Outstanding behaviour management.	✓		A /I
Understanding of how to tackle underachievement and raise engagement.	✓		A /I
Detailed knowledge of current developments in pastoral care and education.	✓		A /I
Insight into school improvement and development.		✓	A /I
Knowledge and understanding of effective pedagogy in the classroom.	✓		A /I
Professional skills			
A high commitment to learning and achievement.	✓		A /I/R
A passion for education and making a difference.	✓		A /I
Excellent interpersonal, planning and organisational skills.	✓		A /I/R
The ability to collaborate with other staff and lead teams.	✓		A /I
Willingness to contribute to the wider life of the school outside the classroom.	✓		A /I
Commitment to safeguarding and promoting the safety and welfare of young people.	✓		A /I/R
Ability to inspire confidence in and establish excellent relationships with pupils, teachers, parents and all stakeholders.	✓		A /I