



JOB DESCRIPTION

Title: Deputy Head of Sixth Form- Non Teaching

Academy: The King Alfred School, An Academy

Main purpose of the role

Working as an integral part of the Sixth Form team, you will lead, create and sustain a high quality provision and support for all students.

As the Deputy Head of Sixth Form, you will ensure that the ambitious, knowledge rich and culturally broad curriculum is implemented through innovative, engaging and personalised teaching and learning across the Sixth Form, including the PSHCE and enrichment programmes.

Main Duties and Responsibilities:

- To work under the direction of the Head of Sixth Form in realising and promoting the vision for the school.
- To inspire, motivate and influence staff within the subject to have high expectations of students to enable these students to achieve their potential, through high quality teaching and learning from these members of staff.
- To support, monitor and assist with ensuring that students' UCAS applications are completed to the highest possible standard.
- To ensure that there are appropriate systems for identifying student underperformance and that teachers undertake timely interventions to correct student under performance.
- To ensure that staff within the subject manage student behaviour effectively and appropriately according to the policies and procedures of the school.
- To support and develop the staff, in particular as part of the appraisal process, within the subject to enable staff to reach their potential and to access CPD both individually and as a team (within the resources available).
- To monitor and track standards of teaching and learning within the Sixth Form through regular and rigorous quality assurance, as agreed by the Headteacher, and to provide recommendations where there is staff underperformance and to implement a plan of action once agreed with the Headteacher
- To provide general support and guidance to colleagues within the subject and to promote the vision, aims, ethos of the school to them.
- To support all staff in achieving the priorities and targets for the subject and to provide advice and guidance as appropriate.

- To deploy and develop staff in the subject to make the most effective use of their skills, expertise and experience, enabling them to reach their potential and access CPD both individually and as a team (within the resources available).
- To inspire, motivate and influence students to achieve their potential within the subject.
- To monitor and track the performance of students within the subject, reporting regularly to the Head of Sixth Form providing recommendations to address student under-achievement and implementing a plan of action once agreed with the Headteacher.
- To focus on disadvantaged students to ensure that there are effective interventions to enable those students to achieve their potential.
- To encourage the involvement of parents, carers and the community in the life of the school.
- To collaborate with staff within the school as well as other local and regional networks.
- To assess, monitor, record and report on the learning needs, progress and achievement of assigned students.
- To participate in arrangements for preparing students for external examinations.
- To promote the safety and well-being of students.
- To maintain good order and discipline among students.
- To deploy resources delegated to you.
- To participate in arrangements for the appraisal and review of your own performance and 'where appropriate' that of other teachers and support staff.
- To participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- To collaborate and work with colleagues and other professionals within and beyond the school.
- To implement the school behaviour management policy against the backdrop of the school values, promoting respectful and positive relationships within all members of the school community.
- Safeguard and promote the welfare of all students in the school.

Expectations of Jobholder

- Be aware of and comply with Trust policies as well as individual academy policies and procedures.
- Contribute to the management of student behaviour and security.
- Demonstrate professionalism towards sensitive and confidential information.
- Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.
- Undertake such other duties as are commensurate with the grade of the post.
- This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Person Specification

- You will be passionately committed to inclusive education and be values driven and clear about the moral imperative of school leadership.
- Your organisational skills will be of a high standard and you will therefore have the ability to plan, organise and delegate effectively. You will be able to work effectively under pressure to meet deadlines whilst still paying close attention to detail.
- You will hold high expectations of yourself and others and be able to build a team around you due to your personable and inspirational approach, and one that seeks to identify motivators for your team. You'll be able to forge lasting and value adding relationships with key internal and external stakeholders and work collectively with the network you have built. You'll need to be a skilful communicator both verbally and in writing and be agile in your approach to different audiences, both on a one to one basis and in public.
- Being able to be agile in adapting to changing priorities whilst remaining resilient and keeping things in perspective will be essential to this role. The ability to be able to lead change and be creative and innovative in your approach and ideas will be essential as will be able to evidence your strategic thinking and clarity of vision.
- You'll be committed to the upkeep of your up-to-date knowledge of education needs and national curriculum. You'll need to be ICT literate so as to effectively support learning and to support whole school processes. You will have an up to date knowledge of safeguarding and child protection legislation and the willingness to implement this in accordance with trust wide and school policies.
- It would be useful but not essential for you to have experience in working across more than one school.