



Wymondham High Academy

Job Description: Director of Sixth Form

Name:	
Job Title:	Director of Sixth Form
Salary range or job grade:	Leadership scale (L12-16)
Responsible to:	Headteacher
Responsible for:	Leadership of Sixth Form Teaching and Learning, line management of Sixth Form Pastoral and Destinations team. Accountable for effective tutoring through the Sixth Form tutoring team
Effective Date:	January 1 st 2022

Role and Context	
Job Purpose:	The post holder will be accountable for delivering academic excellence throughout the upper school through a clear process of support and challenge. The Director of Sixth Form is responsible for ensuring outstanding post-16 pastoral care and academic performance.
Dimensions:	Approximately 1500 school students. In addition, line management of identified departments.}
Relationships:	Works closely with: <ul style="list-style-type: none"> • SLT • Data Manager • Heads of Departments • Head of Pupil Development • Pupil Premium Coordinator • All teaching and non-teaching staff, pupils, parents, LGB and Trust Board
Other Job Information:	The post holder will be expected to fulfil the Teachers' professional standards.

Principal Accountabilities	
The purpose of this post is to continue to raise standards within the school.	
	Delivering an ethos of high expectation of students and ensuring excellent attitudes to learning
	Responsible for delivering improved student progress and standards of attainment Post-16
	Determine and deliver strategies to further improve the quality of teaching and learning
	Delivery of high, and stable, levels of student recruitment and retention
Responsibility for attitudes to learning in the Sixth Form:	
	Deliver a positive learning culture with high aspirations for Post-16 education

	Determine and deliver strategies to continue to raise the standards of teaching Post-16 to ensure all teaching is outstanding
	Ensure rewards are issued consistently Post-16, celebrate student achievement in public
	Determine the planning, development, monitoring and evaluation of a relevant stimulating and coherent tutor programme
	Organise and deliver assemblies that contribute to strengthening a positive learning culture
	Determine and deliver the correct use of the accommodation available for students Post-16 to provide an effective and stimulating environment to enhance learning
	Deliver a positive learning culture with high aspirations for Post-16 education
	Determine and deliver strategies to continue to raise the standards of teaching Post-16 to ensure all teaching is outstanding
Responsibility for monitoring student progress and standards of attainment in sixth form	
	Ensure the academic performance of students post-16 is at least above average, using prior data and target strategies to support improved progress where necessary
	Report on the academic performance of students to SLT and LGB, ensuring staff complete necessary assessments in a timely and accurate fashion
	Determine and ensure all students know and understand their targets
	Monitor and report on effort grades of sixth form students and ensure interventions are implemented where required to ensure sustained high performance
	Monitor work through folder scrutiny on a regular basis to ensure consistency of practice post-16 and address concerns with staff/students as appropriate
	Deliver a Quality Assurance programme to monitor standards across all lessons, intervening as necessary
	Identify students at risk of disengagement and determine and deliver appropriate strategies to effect positive change
	Deliver an efficient record system, including writing and reviews of PSPs (Personal Support Programme)
Responsibility for Students in Sixth Form	
	Develop and deliver an inclusive learning environment and provide for the well-being of all students
	Deliver strategies to measurably improve attendance across sixth form to meet school targets
	Determine the discipline and behaviour of the sixth form ensuring that it reflects the high standards expected in our code of conduct (including dress code)
	Determine and deliver the learning needs of all students through appropriate differentiation for SEND and G&T
	Liaise with the learning support team (Assistant Director of Learning Support) to determine and deliver support staff deployment ensuring it is used efficiently, and resources used effectively across the sixth form
	Coordinate work for excluded or non-attending students and attend re-admission meetings with prior attainment data

Responsibility for staff in Sixth Form	
	Line Management of Head of Year 12/13 and Heads of Subject (TBC)
	Maintain personal expertise in pastoral care and share it with others
	Ensure the appropriate distribution of 16-19 bursary fund
	Effectively liaise with line manager as agreed to develop the sixth form and plan tutor deployment and management
	Act as a role model of outstanding classroom practice for other teachers by being effective and pro-active in delivering high quality teaching and learning
	Deliver high standards of teaching and learning across the sixth form, identifying areas for improvement and acting on them.
	Determine and deliver an effective induction, support and monitoring programme for Sixth Form tutors; challenging practice as required
Key Performance Indicators <ul style="list-style-type: none"> ▪ Attainment of students to stabilise at a minimum of ALPS 3 ▪ Progress of students to stabilise at 0.20 (Oxford Analytics) or higher ▪ Maintain “Outstanding” judgement at next inspection through a forensic approach to Post-16 improvement 	

Key Competencies	
Self Management	Manages personal priorities, pressures and workload in an efficient and effective way
Self Development	Seeks feedback on their performance and takes appropriate actions to improve
Communications	Listens to and communicates clearly with individuals and groups to help mutual understanding
Equality and Diversity	Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination
Self Awareness	Understands their own behaviour, is aware of how it impacts on others, and can modify their approach accordingly
Analysis and Judgement	Identifies and solves problems ensuring connections are made with related issues and involves others in the process
Flexible and Adaptable	Develops and maintains constructive relationship which contribute to teamwork and achieving objectives
Customer Focus	Actively seeks out, listens to and builds on evaluation and feedback from staff, pupils and parents.

Proactive Approach
Champions new initiatives in support of strategic objectives and encourages change.

General Information:
<ul style="list-style-type: none">• The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job.• All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.• Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Review:
<p>This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder's professional responsibilities and duties.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Signature:

Date: