



JOB DESCRIPTION

HEAD OF SECONDARY AND SIXTH FORM DEPARTMENT

At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of our students.

JOB TITLE: HEAD OF SECONDARY & SIXTH FORM DEPARTMENT: PHOENIX UPPER AND SOUTH
RESPONSIBLE TO: THE EXECUTIVE HEADTEACHER

JOB PURPOSE

- To play a strategic and practical role in developing and implementing routines and procedures in the Secondary and Sixth form Department
- To be responsible for the day-to-day running of the department and ensure that standards of behaviour and engagement in learning are aspirational.
- To lead and manage teaching and learning and provide a relevant curriculum in order to secure consistently high-quality teaching, effective learning and home school support.
- To lead and manage on parental engagement and student attendance
- To lead on advice and guidance in order to raise aspirations and enable students to achieve their full potential
- To support the management of wellbeing and pastoral care for staff and students
- To lead and manage the annual review process
- To lead and manage assessment, accreditation across Secondary and Sixth form department.
- To be part of the Safeguarding Team.

KEY ACCOUNTABILITIES

1. Strategic Direction and Development:

Lead, develop and implement learning policies, plans, targets and practices to ensure contribution to the whole school development plan

- A. Deputise for the Deputy Headteacher in their absence
- B. Identify and lead on whole school priority areas within the School Development Plan to ensure high standards and the raising of student achievement
- C. Support the Deputy in the analysis and management of school data for behaviour and academic progress within secondary and sixth form and ensure targets are integral to the whole school strategic planning process.
- D. To report to Governors and parents on overall achievement
- E. Liaise with SLT on all transitions from Primary to Upper and at Post 16
- F. Lead and manage the transition of new external secondary transfers
- G. Contribute to school policies and the school Self-Evaluation Form (SEF)
- H. Communicate effectively, professionally and in a friendly manner with staff, students parents and external agencies
- I. Ensure the health and safety of all students and staff has been prioritised
- J. Support the Designated Safeguarding team and take responsibility for safeguarding within the Secondary department

2. Teaching and Learning:

Secure and sustain effective teaching, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement to ensure high standards.

- A. Develop a safe, healthy and purposeful environment in which to learn and work.
- B. Keep up to date with developments and initiatives in the field of autism and ensure effective and consistent practice is in line with agreed school policy
- C. Maintain high expectations of students and ensure staff set realistic but challenging targets for students to reach their full potential
- D. Manage and have overall oversight of the Secondary and Sixth form curriculum, assessment and data including accreditation across the department
- E. Manage all referrals including the Multi-Disciplinary Team and have oversight of interventions needed to ensure that there is support in place in line with the students EHCP.
- F. Challenge underperformance within the department and ensure effective corrective action and follow-up providing regular feedback so that achievements and good practice are recognised and targets for development agreed and monitored.
- G. Oversee the management of planning and assessment to ensure progress and consistency across the department
- H. To manage and organise the Progress Review cycle and liaise with the Deputy Headteacher on progress across the department
- I. To have oversight of the management and organisation of Annual Reviews

3. Leading and Managing Staff:

Lead, develop and organise staff teams to ensure effective teaching and learning

- A. Lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure good attendance, effective practice, positive behaviour and communication strategies.
- B. Act as a role model of good practice for staff and provide opportunities for reflection where effective strategies can be discussed
- C. Monitor and evaluate standards of teaching, ensuring teachers are accountable and able to identify areas for improvement.
- D. Ensure all staff are well supported and have a clear path to career progression.
- E. To lead staff training where necessary
- F. To take responsibility for the pastoral care and welfare of staff including agency staff.

4. Staff and Resources Deployment:

Identify and monitor appropriate resources to ensure they are used efficiently, effectively and safely.

- A. To promote team-work to ensure good attendance and effective working relations.
- B. Support the Senior Leadership Team to recruit, train, motivate, retain and mentor staff.
- C. Comply with individual responsibilities, in accordance with the role, for health and safety within the workplace
- D. Liaise with transport and support with situations that may arise.
- E. Manage staff rotas and specific timetables needed across the Secondary and Sixth form department.
- F. Manage the Secondary and Sixth form Department budgets in liaison with Assistant Heads

ADDITIONAL DUTIES

To play a full part in the life of the school and its community to support its mission and ethos and to be a role model for staff and students.

To undertake any other duty as specified by the Executive Headteacher not listed above.

This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title purpose and grade

PERSON SPECIFICATION

JOB TITLE: HEAD OF SECONDARY & SIXTH FORM DEPARTMENT: PHOENIX UPPER AND SOUTH
RESPONSIBLE TO: THE EXECUTIVE HEADTEACHER

PERSON SPECIFICATION

All post holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms.

APPLICANTS MUST HAVE:

TRAINING AND QUALIFICATIONS:

1. A teaching qualification recognised by the DfE.
2. Training – special educational needs post graduate qualification in autism or other relevant specialism.
3. Training and experience in areas of Senior Leadership

EXPERIENCE AND EVIDENCE OF:

1. Successful classroom teaching including partnership teaching and working with additional adults.
2. Excellent leadership of students, showing respect and being a positive presence and raising standards of teaching and learning.
3. Excellent leadership of middle management and staff teams, demonstrating capability of building a successful department and getting the best out of colleagues.
4. Monitoring teaching and learning and holding teachers to account.
5. Organising and operating efficiently and effectively in all areas of their work.
6. Energising and motivating colleagues and demonstrating a positive mental attitude in all areas of their work.

KNOWLEDGE AND UNDERSTANDING OF:

1. Successful and relevant autism practice
2. Factors that influence the achievement of all students and how to raise levels of attainment
3. The principles and practice of an effective approach to teaching and learning
4. The role of assessment and monitoring student progress in raising the achievement of all students
5. Practices to create an inclusive environment for learning.
6. Developing partnerships with parents and the wider community

SKILLS AND ABILITY TO:

1. Assess and monitor students' progress, maintain records and analyse data and to relate these strategies that promote achievement at individual, class, team and whole school level.
2. Support all students through a range of teaching styles and approaches and interventions appropriate to individual needs.
3. Communicate effectively and work as a member of various teams within the school.
4. Have a flexible and positive approach towards work and working hours.
5. Manage time effectively and to be able to assess situations and take appropriate action often under pressure.