



Bedelsford School

Job Description – Head of Secondary and 6th Form

Salary: CLASS TEACHER + TLR 2A

General responsibilities:

1. The education and welfare of designated classes or groups of students in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the school's aims, vision, objectives, schemes of work and school policies.
2. To share in the corporate responsibility for the wellbeing and discipline of all pupils.
3. To carry out any reasonable instructions given by the Senior Leadership Team.

Specific duties

Leadership and Management

- To ensure the smooth running of the 6th Form and Secondary Departments through liaison with the Senior Leadership Team (SLT) – organising staff and resources as required on a day-to-day basis.
- To co-ordinate joint activities throughout the departments, including meetings, curriculum planning and organising timetables.
- To communicate and report to the SLT about developments, both curricular and organisational.
- To take an active part, and corporate role, in the SLT and work as part of a multidisciplinary team with other professionals, participating in the preparation of the School Development Plan.
- To act as Curriculum Coordinator for a specific curriculum area.
- To deputise as necessary for the Principal/Vice Principal/Deputy Headteacher in their absence.
- To assist in the organisation, development and maintenance of communication systems within the school, with parents and governors.
- To support teachers with the Performance Management/Appraisal process for TAs.

- To lead appropriate sessions and participate in school based in-service training (INSET).

Management of Learning and Teaching

- To have clear intentions for students' learning and to use knowledge of school policy and curriculum to plan differentiated work to meet the needs of individuals and groups promoting progression, continuity and quality of learning.
- To create personalised accreditation pathways of learning for students enabling them to achieve their highest achievable potential both academically and in the development of social, emotional and life skills.
- To ensure students are prepared and entered for appropriate accreditations and that evidence is collated to ensure highest achievement is accredited.
- To facilitate and support students to prepare for Adulthood and next steps throughout their curriculum
- To use a variety of suitable teaching and learning styles and to communicate clear learning objectives and expectations.
- To support students' behaviour taking into account their personal, social and emotional needs.
- To use relevant classroom management strategies to ensure that a purposeful environment for teaching and learning can take place and to lead by clear example in this regard.
- To promote pupils' spiritual, moral, social and cultural development and contribute to the positive ethos of the school.
- To assist teachers to plan and assess effectively including Individual learning Intentions and organise children's profiles ensuring that each pupil has high quality records of achievement and indicators of progress, using both qualitative and quantitative data.

Management of People, Students and resources.

- To lead the school's Careers provision, ensuring that it is consistent with the Gatsby benchmarks.
 - To coordinate an international residential visit every two years, including fundraising initiatives to subsidise the visit.
 - To establish and maintain a positive regard towards both students and staff.
 - To work as a member of a team, planning co-operatively, sharing information, ideas and expertise.
 - To consult, plan and develop strong relationships with special support providers and outside agencies particularly colleges, supported living and potential work experience placements.
 - To establish good relationships with Parents/ Carers to promote students' learning and development.
 - To organise and maintain a stimulating working environment appropriate for children within the department.
 - To ensure that resources are organised and readily available to promote learning and to assist in the efficient deployment of resources in the school, including financial resources.
 - To support the maintenance of an attractive and purposeful working environment.
- To perform any additional duties as directed by the Senior Leadership Team

Safeguarding

Bedelsford School is committed to providing equality of opportunity and to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote Bedelsford's safeguarding systems among staff under his/her line management.

General notes

(1) Job descriptions are regularly reviewed.

(2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.