

## Job Description

<b>Job Title:</b>	Head of Sixth Form (Science or Business Specialism)
<b>Location:</b>	Marine Academy Plymouth
<b>Responsible To:</b>	Assistant Principal
<b>Salary Grade:</b>	L1-4
<b>Contract:</b>	Permanent

### Key Purpose of Job

- To ensure excellent standards of T&L provision in the sixth form
- To work with the VP Quality of Education to ensure excellent A level and Vocational outcomes.
- To ensure excellent standards of pastoral care for the Sixth form
- To ensure standards of behaviour, uniform and attendance are met across Sixth Form
- To oversee recruitment strategy into Sixth Form and successful retention of students; including open evening and liaison with All Saints Academy
- To oversee the sixth form student leadership team
- To line manage Assistant Head of Sixth Form and Sixth Form support
- To oversee Sixth Form tutor team and the development of excellent tutor time provision
- To lead on the development of the sixth form PSHE curriculum delivered via tutor time and assemblies
- To lead on the provision and delivery of UCAS applications, student finance guidance and next steps advice
- To oversee student voice across Sixth Form

### Anticipated Outcomes of Post

- Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning.
- Sixth Form outcomes remain successful
- Excellent levels of recruitment into Sixth Form
- An excellent pastoral provision is in place for our Sixth Form students and becomes a beacon of excitement for Yr11s to aspire to

### List Key Duties and accountabilities of the post

- Oversee the quality of academic and pastoral provision across sixth form
- Help to ensure behaviour of presentation of Sixth Form students is in line with Academy expectations

Contributing to the quality assurance of internal and external provision.

Monitoring of attendance and behaviour

Lead on the wider provision of pastoral care, including ensuring effective home-school relationships

Assist to build and maintain excellent links and partnerships for the post 16 provision within the local community and other Universities.

Assist to oversee the head students and the sixth form council and their contribution to the MAP community

Alongside Assistant Principal for student development, help to develop student leadership offer for Sixth Form

Plan and deliver whole-cohort assemblies

Assist with coaching of sixth form teachers

Work with subject leads to improve sixth form outcomes

Present sixth form data to the Senior Leadership Team and other stakeholders e.g governors.

Assist the SVP in the formulation of the Sixth Form Improvement Plans, School Evaluation Form (SEF) and Action Plan, taking account of the agreed priorities of the School and how these links with national and local initiatives.

### **Supervision / Line Management Responsibilities of the post**

The post holder will be responsible for the supervision and quality of academic and pastoral provision across Sixth Form.

Direct LM of Assistant Hd of Sixth Form and Sixth Form Support Staff

### **Working Environment & Conditions of the post**

In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people the post holder may be required to work at other sites.

### **Other Duties**

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- e) The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- f) This post is based at Marine Academy Plymouth but the post holder may be required to move their base to any other location within the Trust upon request.
- g) The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

- h) To undertake additional duties as required, commensurate with the level of the job.  
i) To attend Awards Evenings and Celebration Events.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

### Person Specification

	Essential / Desirable	Evidence
<b>Qualifications and Professional Development:</b>		
An appropriate, good honours degree (2:2 or higher)	E	A, C,
QTS or equivalent	E	A, C
Evidence of further professional study e.g. NPQ	D	A, C, I
Level 3 safeguarding training	D	A,C,I
<b>Experience</b>		
Experience of working in a good or outstanding school with sixth form provision	E	A, I, R
An excellent track record in improving educational outcomes for students	E	A, I, R
Experience of using data to drive improvements in student outcomes	E	A,I,R
Experience of successfully supporting and developing staff	E	A,I,R
Proven record of innovation and leading change successfully	D	A,I,R
Experience of supporting students with UCAS applications	D	A,I,R
<b>Knowledge</b>		
Ability to teach science or business across the whole ability range KS3 to post 16	E	A, I, R
A thorough knowledge of the National Curriculum for your subject/department	E	A, I, R
A strong understanding of statutory educational frameworks, including 14-19 reforms, Ofsted, Safeguarding and SEND	E	A, I, R
Understanding of the latest educational research and its impact	E	A, I, R
Excellent understanding of and ability to use data	E	A, I, R
<b>Other skills</b>		
Evidence of strong leadership skills	E	A, I, R
Complete understanding of effective pedagogy and the ability to cite recent quality research in this area	E	A,I,R
Evidence of effective team work and collaboration	E	A, I, R
Ability to inspire and motivate students and staff	E	A, I, R
An ability to evaluate the work of others and enable their development through consultation, coaching and support	E	A, I, R
An ability to analyse data and information, identify patterns and trends and to formulate strategies for improving learning	E	A, I, R
Excellent communication skills, both oral and written	E	A, I, R
The ability to gain the confidence and respect of students, staff and parents	E	A, I, R

Ability to prioritise, plan and organise own work.	E	A, I, R
Other		
Committed to equality of opportunity and the safeguarding and welfare of all pupils	E	I, R
Effective use of ICT packages e.g. Word, Excel or equivalent.	E	A, I, R
Ability to fulfil all spoken aspects of the role with confidence and fluency in English.	E	A, I, R
This post is subject to an enhanced DBS disclosure	E	A, I, R
Commitment to being involved in the wider life of the School through participation in extra-curricular activities.	E	A, I, R

**Key to Evidence:** A – Application Form & Letter, C – Certificates,, I – Interview, R - Reference



the  
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school