

Capital City Academy - Job Description

Title of Post

Head of 6th Form- Capital 6 (C6)

Salary

+ 2 CMA

Reporting to

Assistant Principal

Job Purpose

To ensure the successful delivery of the Academy vision for Capital 6 and to be responsible to the Principal for C6 through the Assistant Principal KS5. To support the delivery of outstanding student achievement and progress for our Capital 6 students, and to ensure that our students gain access to the best possible university courses and/or apprenticeships. To undertake a leading role in the running of Capital 6 with a specific focus on teaching and learning.

Duties

General:

- To support the Capital Leadership Team in embedding a strong Culture for Learning across the Academy.
- To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
- To take personal responsibility for your own professional development.
- To participate as appropriate in the Academy's arrangements for Appraisal.
- To support the successful delivery of the vision for the Academy and to be responsible to the Principal through the appropriate line management.
- To provide feedback for students in line with Academy and curriculum area policies.
- To maintain high expectations and standards in classroom practice, promoting good behaviour, not only by the use of rewards and sanctions, but principally through pacey, challenging lessons.
- To plan and deliver high quality lessons which meet the needs of individual students through appropriate differentiation liaising as appropriate with Teaching and/or Learning Support Assistant(s).
- To establish and maintain a positive and stimulating learning environment and to provide cover work for classes for up to 5 days in any one period of absence.
- To undertake such further activities as may reasonably be directed by the line-manager or Principal.

Specific:

- To lead on the delivery of policies and procedures relating to the Sixth Form.
- To be responsible, in conjunction with the Capital 6 team and Academy colleagues, for the achievement of all students within the Sixth Form.
- To use performance data and other relevant information to monitor the academic performance and progress of all students in the Sixth Form, and to instigate appropriate intervention where progress requires improvement.
- Alongside the Assistant Principal, to provide leadership for the C6 RAP and to work to improve outcomes for all students in the Sixth Form.
- Alongside the Assistant Principal, to report to the appropriate committees regarding progress against the agreed Academy Action Plan.
- Alongside the Lead Teacher for the More Able, to organise the Capital Asset programme for Sixth Form students.
- To ensure the successful implementation of appropriate extra-curricular study activities, including the Extended Project Qualification, work experience, the ECP (Extra-Curricular Programme).

- To lead, alongside the C6 Pastoral Lead, the team of learning advisors and to manage both the people and resources associated with each Sixth Form cohort, including the PSHE programme for the Sixth Form and to participate in the Academy's assembly programme.
- To participate in the recruitment, admission and induction processes for students into the Sixth Form.
- To ensure effective retention of Sixth Form students (within year and between years).
- To work with the Capital 6 management team to ensure that the implementation of UCAS and other post-year 13 application processes are successful.
- To be responsible, in conjunction with the Capital 6 Pastoral Lead and Academy colleagues for the good conduct of the students in the Sixth Form.
- To work with the C6 Pastoral Lead to ensure effective care, guidance support including maintaining high levels of attendance and punctuality.
- To maintain a positive and productive ethos through communication with students, staff and parents when appropriate.
- To support a culture of teamwork, professionalism and high expectations within the C6 team.

Person Specification		
Competency	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS • Degree level qualification 	<ul style="list-style-type: none"> • Relevant CPD related to leadership and management
Experience	<ul style="list-style-type: none"> • Proven track record of successful teaching across the ability range, including KS5 preferably in Maths, Science or Economics • Leadership experience within education 	<ul style="list-style-type: none"> • Judged as an 'outstanding' teacher • Ofsted and/or self-evaluation experience • A good understanding of the UCAS process
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of the characteristics of good and outstanding teaching and learning • Understanding and commitment to safeguarding procedures • High expectations of students and the ability to ensure that all students' needs are met • The ability to build positive relationships with colleagues, students and parents 	<ul style="list-style-type: none"> • Knowledge of successful intervention strategies • Awareness of current educational developments and their implications • Understanding of performance data and its use in driving improvement
Skills	<ul style="list-style-type: none"> • Ability to challenge, influence and motivate others to achieve high standards • Ability to prioritise, plan, organise self and others • Excellent communication, written and verbal • Ability to cope calmly under pressure • The ability to earn the respect of colleagues, students and parents • The ability to work collaboratively with staff and students 	<ul style="list-style-type: none"> • Possess integrity, drive, resilience and a well-developed sense of proportion and humour

Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.