

Job Description

Job title: Head of Year - Sixth Form
Reports to: Vice Principal
Location: Stationers' Crown Woods Academy

Job purpose

In conjunction with the professional duties set out in the current School Teachers' Pay and Conditions, to provide professional leadership and management across the academy and specific phase by:

- Establishing systems for Quality Assurance to inform the Academy Performance Agreement (APA) and delivery of the Academy's Vision and Values
- Working closely with senior leaders across year 12 and 13
- Being a key visible member of the Academy's Leadership Team
- Be responsible for developing the academy's sixth form provision, student recruitment, work experience, links with education, local businesses and the community, quality of teaching and learning and ensuring high quality transitions from end of sixth form to Education, Employment or Training, delivering open events and meetings with families

Leadership

- To ensure all students are safe on a daily basis
- To be accountable for the personal and academic progress of all students across the Department
- Provide vision, challenge and support within the Department and across the Academy
- To be a fellow guardian of staff well being
- To ensure each day the Department is safe and adequately staffed
- To actively bring to life the Academy's Vision and

Values

- To contribute to the development of the academy as a whole
- To adhere to the notion of leadership cabinet loyalty
- To actively contribute to a termly Leigh Academies Trust Modular Review
- To monitor and evaluate the progress of staff and students towards meeting the overall aims and objectives and to professionally hold others to account
- To ensure each pupil makes progress not just in terms of academia but also in terms of their personal, social and physical development
- To ensure students' EHCP provision plans are fulfilled
- Work effectively with 'The Local Board' (Governing Body)
- Line Management of academy wide identified curriculum areas
- To be an effective lead on staff performance development
- To act in selfless manner so that our students have the very best educational provision
- To be an ambassador for the core values of LAT

Curriculum

- Ensure the Department's curriculum is collaboratively developed, embedded and reviewed
- To monitor classroom performance and manage interventions and support
- To be accountable, evaluating Teaching & Learning strategies

- Create structures to ensure Teaching & Learning is innovative and of high quality throughout the Department

Learning

- To ensure students make good or better progress
- To identify quickly and then remedy any students who are falling behind
- To conduct 'learning walks' and other learning evaluation strategies in accordance with school policy
- To ensure that challenging targets are set, understood and used effectively to raise standards of student progress
- To lead the digital strategy for sixth form
- Encourage teachers to innovate in the pursuit of the highest expectations of learning
- To prepare students for life in modern Britain and to develop international mindedness
- To teach within and/or beyond the Department in line with expectations
- To be responsible for the development of the co-curriculum at sixth form

Staff Development

- To undertake Performance Development Review(s) and to act as reviewer for others
- To participate in the interview process for teaching and support staff posts when required and to ensure effective induction of new staff in line with school procedures
- To participate in the school's ITT programme and support students and ECTs
- To support development in Teaching & Learning within and across curriculum areas through CPD, monitoring and review
- To develop Teachers and Teaching Assistants on both an individual and class team basis
- To support and coach Class Teachers in their role as Class Team leader
- To support colleagues to be successful in their own leadership role through mentoring, coaching and line management

Assessment

- To lead on the termly evaluation of each student's outcomes
- To evaluate the performance data provided and take appropriate action on issues arising – setting realistic deadlines where necessary and reviewing progress on the action taken
- To provide relevant bodies with robust information relating to school performance and development
- To contribute to intervention and mentoring strategies

Communication

- To ensure effective communication/consultation as appropriate with the parents of students and other relevant stakeholders, including Social Services and the Local Authority SEN Departments
- To ensure that all members of the school are familiar with its aims and objectives
- To represent the school's views and interest in a professional manner
- Ensuring positive relationships to enable productive transition and consistency across Phases
- To communicate effectively with parents Operational
- To be directed by the Principal/Vice Principal
- To organise all timetables and events across the Department
- To ensure smooth day to day running of the Department

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.