



Job Description for Post-16 Lead

POST:	Post-16 Lead
GRADE:	Leadership Scale
RESPONSIBLE TO:	Head Teacher/ Deputy Head / Senior Leadership Team
CLOSING DATE:	Tuesday 9 th March 2021, 1pm

We are a leading provider and an Ofsted-rated “Outstanding” specialist school, for children and young people aged 3 - 19 years with social, emotional and mental health needs. Although many of the children have some associated difficulties such as attachment issues, self-esteem and students who need further development in their independent life skills, they are all within the average range of cognitive abilities. As a result of our success and growth we are now looking to recruit to a brand new role of: Post-16 Lead

This is a wonderful opportunity to join our supportive and skilled team to shape and lead our overall Post-16 provision.

Overall responsibilities:

- To design, lead and manage the overall Post-16 provision
- To lead the students and staff on a daily basis, creating a nurturing, family atmosphere with high expectations and excellent provision

Design and create a strategy:

- To design and shape the overall Post-16 provision, working in collaboration with the senior management team and Post-16 staff team to do this
- To create a strategy and targets for reviewing and managing the success of the Post-16 provision
- To implement a life skills curriculum across the whole school

Nurture and develop a high performing team:

- To embed clear roles and responsibilities/and lines of reporting among the team
- To ensure all staff have strong line management and support
- To oversee the training and development of the Post-16 staff team, ensuring all INSET and training is to an excellent standard

Establish efficient systems and operations:

- To develop and agree systems and procedures for the Post-16 area (such as embedding policies and procedures, programme timetables etc.)
- To establish and embed these systems and operational improvements through training and day-to-day support, ensuring the smooth running of all systems and procedures

**Ensure a safe and purposeful environment:**

- To oversee the environment/building space in Post-16 to ensure it is adapted/refurbished as and when necessary for growth of the provision
- To oversee all safeguarding and welfare issues across the Post-16 pupils

Build strong school and external relationships:

- To be approachable and open with the students, helping them to flourish and succeed
- To work collaboratively and openly with the Post-16 team
- To oversee and develop external relationships and partnerships with providers
- To work collaboratively with the school management team, in particular the head of KS4 to ensure a seamless transition to Post-16
- To work collaboratively with the parents, to ensure pupils' independence and support
- To report regularly to the Head Teacher, building an effective rapport and strong relationship
- To be flexible and carry out any such other duties as directed by the Head Teacher

Maplefields Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake checks to ensure that you do not pose of risk of harm to children and young people. The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting.