

POST TITLE: Senior Leader – Post 16

LINE MANAGER: Deputy Head Teacher

Key relationships: Leadership Team; Directors of Learning; Heads of Subjects; Data Manager; Examinations Officer; Headteacher and staff; Academy Trust and Governing Body; Academy community including parents/carers, external agencies, local community and other schools

Job purpose

- To lead and manage the task of creating and maintaining conditions in which the students can reach the highest educational standards at the school through the delivery of the School Improvement Plan. Creating and maintaining an ethos which brings out the best in staff and students across the school to ensure continuous improvement.
- To be responsible for the academic progress and personal development of all students in post 16 and work to identified key performance indicators.

Key responsibilities

- To oversee the transition from Year 11, including promotion and marketing of post 16 internally and externally, interview of candidates and providing support for candidates as they enter post 16.
- To lead with the coordination of revision and preparation for summative assessments and final examinations for year 12 and 13.
- To oversee and lead on UCAS preparation and delivery along with preparation for university and the world of work. Making sure all students have a clear destination after they complete their educational journey at Eden Park High School.
- To work with the Deputy Headteacher responsible for Curriculum to ensure a range of pathways are available to students that meet their needs and provide the best educational outcomes.
- To monitor the academic progress to secure and sustain effective learning, with reference to the proportion of students achieving ALPS grade 3. Completing teaching and learning walks of Post 16 lessons and using MossPAM to evaluate the quality of teaching and learning in Post 16.
- To use assessment data such as GCSE points score, and ALPS target grades to inform an analysis of individual student progress, collective progress across each tutor group, year group as a whole.
- To coordinate a programme of enrichment and additional opportunities for students, including such qualifications as the EPQ.
- Provide support and training to staff on the system, structure and process involved in Post 16.

- To use all the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department achieving ALPS grade 3 are met.
- To monitor the effectiveness of these interventions and report to SLT on the progress being made by students.
- To liaise with key staff, including the SENCO, regarding all groups of students' achievement in the year group, with particular reference to the proportion of students achieving ALPS grade 3.
- To monitor the regular setting and quality of independent study.
- To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.
- To contribute to the organisation of any parent information evenings.
- To contribute to the management of key school events; for example student induction, transfer arrangements, outings, extracurricular and social events.
- To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures.
- To lead and manage a team of tutors.
- To organise and implement a framework for daily tutorial activities. This includes both day to day administrative and year specific tasks (preparation for exams, options, learning conversations etc).
- To lead, manage and have strategic oversight of the implementation of the KS5 pastoral system to promote staff and student well-being.
- To have an overview and coordinate pastoral interventions, using internal referrals and work with outside agencies.
- To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students are at the highest levels. To liaise with the EWO in this respect.
- To ensure that communication of the school's culture and ethos are clearly disseminated with students, staff and parents.
- To monitor student behaviour, attendance and achievement using the school's MIS.
- Promote student leadership within the key stage and develop a system of rewards that intrinsically motivates students and leads to high levels of student motivation and engagement.
- Lead the review, planning and self-evaluation of the sixth form provision to improve learning and raise attainment.

General leadership responsibilities

- To lead on aspects of the School Development Plan (SDP) pertaining directly to this role and to contribute to the wider shaping of the Plan.

- To lead on aspects of the Self Evaluation Form (SEF) pertaining directly to this role and to contribute to the wider shaping of the SEF.
- To attend Governance meetings as scheduled and provide clear, timely accurate information and papers as required.
- To be a highly effective practitioner and lead teaching and learning within the school by example in the classroom and through lesson observation feedback and coaching. To meet all requirements as appropriate of the Teachers' Standards.
- To share with other members of the Leadership Team the responsibility for the daily administration and good management of the school. This includes extensive participation in Learning Walks, Detention sessions, break/lunch duties and generally being highly visible at all times.
- To annually participate in continual professional development, setting an example to all staff that all are responsible for their continued professional development.
- To undertake other duties as may reasonably be assigned by Principal, recognising that the duties of this post may vary from time to time without changing the general character of the post or level of responsibility.