Wollaston School

ASSISTANT HEADTEACHER & HEAD OF SIXTH FORM

Job Description
2018

Name of post holder:

Post title: Assistant Headteacher & Head of Sixth Form

1. General Information

Reporting to:
Headteacher

Responsible for:
Staff within at least one faculty.

Liaising with:
Headteacher, Leadership Team, other Heads of Faculty, SENCO, Heads of Year, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies and parents.

Working Time:
Full time as specified within the STPCD

Salary/Grade:
Leadership Pay Scale

Disclosure Level:
Enhanced

Review arrangements:
The details contained in this job description reflect the content of the job at the date it was prepared. Over time, the nature of the job may change and the jobholder is expected to be flexible with this. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will revise the job description from time to time and will consult with the post holder at the appropriate time.

2. Assistant Headteacher responsibilities

2.1 Core Purpose of the Assistant Headteacher

The core purpose of the Assistant Headteacher is to provide professional leadership and management for the school as set out in the current School Teachers' Pay and Conditions' document. These will be carried out in partnership with the Governors, Headteacher and other members of the senior leadership team. This will promote a secure foundation from which to achieve the highest standards in all areas of the school's work.

2.2 Shaping the future

The Assistant Head will be an ambitious strategic thinker who will:

- Support the Headteacher and Governors in establishing a vision for the future development of the school;
- Play a leading role in school improvement and development planning;
- Play a leading role in whole school self-evaluation;
- Promote a culture of collaboration and teamwork within the school;
- Promote a culture of close collaboration and teamwork across the school and the community of the school.

2.3 Leading Teaching and Learning

The Assistant Head will be a committed and outstanding teacher with a strong moral purpose who will:

- Foster a culture that supports creativity and innovative approaches to teaching and learning;
- Lead professional development and training to support the highest standards of teaching and learning;
- Support increasing independence amongst our learners;
- Lead developments in supporting the highest standards of literacy and numeracy;
- Support structures that sustain optimum behaviour for learning;
- Champion the development of ICT to support teaching and learning;
- Ensure the impact of tracking and target setting processes;
- Contribute to the development of a curriculum that engages and motivates all learners;
- Monitor and evaluate the provision that enriches the social, moral, spiritual and cultural life of the community.

2.4 Developing self and working with others

The Assistant Head will be a role model for staff and pupils who will:

- Lead by example taking responsibility for personal professional development;
- Foster a culture of collaboration across the organisation;
- Plan and delegate effectively to support good time management and work life balance for all staff;
- Celebrate success at all levels.

2.5 Managing the organisation

The Assistant Head will be an excellent manager who will:

- Support the structures underpinning the day-to-day management of the school;
- Contribute to the effective deployment of resources;
- Contribute to the recruitment and retention of a high performing staff team.

2.6 Securing accountability

The Assistant Head will be courageous and clear thinking in the interests of the pupils and will:

- Ensure that the best interests of all pupils are at the heart of all decision making;
- Lead the performance management of teaching staff;
- Support governors and staff to understand and use data to underpin improvement;
- Challenge underperformance at all levels and devise strategies for improvement;
- Support staff at all levels to understand their accountabilities.

2.7 Strengthening Community

The Assistant Head will appreciate and support the community by:

- Developing and sustaining relationships with the community of parents;
- Assisting parents to support their children's aspirations and achievement;
- Supporting developments in the school's family of primary schools;
- Fostering community cohesion;
- Celebrating the community's traditions and embracing aspirations for its future;
- Promoting equal opportunities;
- Gathering and responding to community feedback to support school improvement.

3. Head of Sixth Form responsibilities

3.1 To lead the Sixth Form in meeting the School aims, by building and maintaining a staff and student ethos of high expectations, independent learning and wider contribution to the school.

3.2 To encourage students in years 11-16 to continue their education at Wollaston School by ensuring the Sixth Form are appealing role models.

3.3 To produce all appropriate documentation to promote the Sixth form to internal and external students.

3.4 To develop appropriate curricular and co-curricular opportunities for Sixth Form students and lead in the planning and introduction of any agreed curriculum changes.

3.5 To manage all public forums which promote the sixth form to the wider school community, such as open evenings and results awards evenings.

3.6 To oversee the welfare and progress, both academic and pastoral, of Sixth Form students.

3.7 To use all available data to monitor students' progress and to work with subject staff and tutors to manage appropriate and timely interventions.

3.8 To provide leadership, direction and support to Sixth Form Tutors.

3.9 To liaise closely with Careers service to ensure appropriate progress is made for all students in their applications to Higher Education or careers beyond the Sixth Form.

3.10 To ensure the smooth running of the UCAS programme, help prepare UCAS events, oversee the writing of school references and deliver appropriate sessions to students.

3.11 To create new and further develop existing links with universities and oversee the provision of BMAT and other university tests.

3.12 To liaise with academic departments regarding the development and maintenance of enriching societies and activities.

3.13 To teach around 15 lessons per week.

4. Other

4.1 To undertake any other duty as specified by STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed …….
Subject leader

Signed …….
Headteacher

Dated ……

Dated ……

Person specification for Assistant Headteacher & Head of Sixth Form

Assessement criteria	Essential	Desirable	Evidence: Application Interview Reference
Knowledge and Experience			
Well qualified teacher with significant teaching experience to Key Stage 5.	*		A
Evidence of continuing professional development.	*		A / I
Professional competencies			
Evidence of excellent teaching skills, classroom management and the ability to enthuse students	*		A / I / R
Evidence of ability to achieve rapid student progress and strong examination outcomes	*		A / I / R
Confident in the use and analysis of assessment data and assessment for learning strategies	*		I
Ability to lead / inspire other colleagues	*		A / I / R
Ability to create and maintain a positive climate for learning	*		I / R
Effective communicator using both spoken and written word	*		A / I
Able to organise time efficiently and work to deadlines	*		R
Personal qualities			
Effective team player and team leader	*		I / R
Sets personal high standards and helps others to do the same	*		R
Positive and caring approach towards students	*		I / R