

HEAD OF 6TH FORM - EXTENDED LEADERSHIP ROLE JOB DESCRIPTION

Job Title	Head of 6th form, Extended Leadership – to join the Pastoral team to support and lead on areas related to Great Character. Areas include, leading Sixth form, strategic oversight for Homelearning and Vocational course work.
Grade	Leadership scale 12-15 (£72,009-£77,209)
Reports to	Deputy Headteacher

Core Purpose The school purpose is to develop well-rounded pupils who achieve great grades and have great character. The purpose of this post is to join the Pastoral team to support and lead on areas related to pupil character development such as, Sixth form, strategic oversight for Homelearning and Vocational course work.

In addition, the post-holder is expected to assist the Headteacher and all members of the SLT in leading the school to achieve its strategic plans and implement the vision. They are responsible for the health and safety of all stakeholders whilst in the schools' care, ensuring that conditions are in place for every student to achieve their potential.

JOB SPECIFICATION

Character Development – Sixth form, strategic oversight for Homelearning and Vocational coursework.

- Implement strategies to ensure Y13s exam results are well above national averages
- To raise admissions to the Sixth Form whilst raising standards and establish Clarion school as the Sixth form of choice in the local area
- Strategically implement a plan to improve the quality and completion of homelearning to achieve active and independent learners.
- Act as the school's Vocational/Coursework Quality Assurance Coordinator and ensure that the school's policy and procedures surrounding coursework, submission and quality assurance is robust and effective.
- Line-manage Deputy Head of sixth form plus one other Director of learning.

Leadership and Management

- Be an active member of the Senior Leadership Team (SLT).
 - Take responsibility for the day-to-day management of the school alongside the Headteacher and Senior Leadership Team.
 - Support colleagues, including all other members of the Senior Leadership Team, in their work for the development and improvement of the school, in order to achieve exceptional standards of behaviour and academic attainment and progress.
 - Support and contribute to the development and implementation of the school's vision and strategy and to its consultative and decision-making processes.
 - Act as an ambassador for the school when dealing with other educational institutions, members of the local community, the DfE etc.
 - Attend weekly SLT meetings focusing on the operational and strategic development of the school.
-
- Support with leadership team duties including centralised after school detentions, morning greeting of students, break duties and end of day student dismissal at the gates.
 - Become a member of the Standards and Staffing committee of the Governing Body, providing information and advice as required.
 - Support the Headteacher in the responsibility for the implementation of performance appraisal for all staff, including coaching, mentoring and line-management of particular staff and departments and year groups.
 - Support with Pastoral responsibilities such as leading parent, suspension reintegration and exclusion meetings
 - Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.

Behaviour Standards and Safeguarding

- In partnership with the Headteacher and other members of the Senior Leadership Team, ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff are promoted and maintained at all times.
- Have a presence around the school, encouraging students to demonstrate positive behaviour and attitudes, both in lessons and during movements to and from lessons.
- Have a presence around the school at the start and end of the school day, and during break and lunchtimes, encouraging students to demonstrate positive behaviour and attitudes.
- Promote consistent implementation of the Behaviour Policy and system of rewards and sanctions, characterised by disruption-free lessons, orderly behaviour, caring and respectful relationships.
- When required, have a presence in the surrounding streets, before and after school, encouraging students to arrive punctually and behave sensibly.

School Ethos and Culture

- Establish a presence around the school, promoting the school's values of 'We **ARE** Clarion' (ARE- Ambition, Respect and Effort).
- Support the Headteacher in fostering a strong sense of school community and ethos among both staff and students.
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of staff.
- Act as a role model for all students and staff.

Professional Development

- Undertake professional development activities required to ensure the maintenance of personal capacity to undertake the above duties and responsibilities effectively.
- Encourage members of staff to whom the post-holder is the Line Manager to undertake professional development activities to ensure the maintenance of their personal capacity to undertake their duties and responsibilities effectively.

Teaching

To undertake the professional duties of a teacher other than a Headteacher, as set out in the School Teachers' Pay and Conditions Document, including those duties particularly assigned by the Headteacher.

The post is on the Leadership Spine and therefore comes under the leadership conditions of service. This job description is not a comprehensive definition of the post. It will be reviewed on a regular basis and it may be subject to modification or amendment at any time. The specific roles of the Senior Leadership Team may be rotated.

All SLT members will be expected to comply with any reasonable requests from the Headteacher or Governors to undertake work that is not specified within this job description

February 2026

Person Specification for Extended Leadership post

Our Extended leader will possess the required qualifications and will demonstrate the following experience, skills, knowledge and professional qualities.

Education, Qualifications and Training

- An Honours Degree
- Qualified Teacher Status
- Evidence of continuing professional development.

Experience

- An evidenced track record of successful leadership experience in a secondary school at Middle Leadership or Assistant Headteacher level
- Demonstrable experience of leading and managing staff including building a successful team, delegating effectively and managing and implementing change
- The ability to build strong, collaborative relationships with the Governing Body, and to plan strategically to deliver the school's vision and priorities
- Experience of raising standards with measurable outcomes, and clear evidence of a positive personal contribution to a school in the pursuit of excellence
- Experience of financial planning and budgetary management
- A proven ability of commitment to continuous professional development for all staff
- A proven track record of effective behaviour management.

Knowledge and Skills

- Visionary leadership skills with the ability to win the support of colleagues, motivating and empowering the whole school community to realise the goal of becoming an outstanding school
- Excellent communication skills and the ability to build strong relationships when engaging with a wide range of stakeholders
- An understanding of rigorous self-evaluation
- Ability to use data to inform the School Improvement Plan and raise standards
- An outstanding classroom practitioner with the ability to monitor and evaluate teaching standards, celebrate excellence and tackle under performance
- A knowledge and understanding of the wider educational agenda, including current national policies and educational issues.

Personal Qualities

- A visible style of leadership with the charisma and energy to motivate and inspire the whole school community
- A strong sense of personal integrity, high emotional intelligence and good judgement skills
- A clear understanding of the processes of safeguarding and safer recruitment, ensuring a safe, secure and healthy school.