

**Assistant Headteacher (Head of Sixth Form)**  
**L14 (£71,330) to L18 (£78,702) (Full-time)**

As a member of the School Leadership Team, you will carry whole school responsibilities, primarily the leadership and management of the Sixth Form.

Main responsibilities include:

- Leadership of the academic and pastoral agenda in the Sixth Form
- Leadership and management of Year 12 and 13 Heads of Year, Sixth Form tutors, and the Sixth Form pastoral/administrative staff and associated professionals.
- Leadership and line management of our Careers programme in Years 7-13 (negotiable)
- Direct line management of specific departments and/or other middle leadership functions.

The specific details of this post are as follows:

- Manage and monitor the academic progress of students in Years 12 and 13, including the scheduling and management of assessment and review points, arrangement of appropriate and effective interventions and support strategies, follow up and communication with parents and liaison with teaching staff/Heads of Department regarding individual student concerns.
- Act as safeguarding lead for the Sixth Form, including liaising with staff at Fallibroome and with external agencies regarding vulnerable students and maintaining up-to-date records in the vulnerable tracker and in CPOMS.
- Be fully aware of the post 18 landscape, new initiatives, university expectations and changes, the employment/apprenticeship market.
- Lead the post 18 cycle and process, including university applications via UCAS and employment and apprenticeships. Ensure that staff involved are fully aware of the most up to date information. Ensure that student preparation takes place in a timely manner to meet national deadlines and that students are prepared to submit competitive applications.
- Lead and manage key events associated with this process such as the Post 18 cross-curricular days, Parent Information Evenings.
- Lead the additional provision for specialist routes such as Oxbridge, Medics, Vets, Dentists, Conservatoires. This will include preparing students to write competitive personal statements and interview preparation.
- Manage A level results day in August to ensure students are guided through Clearing, appeals and other available options.

- Manage GCSE results day in August to ensure that students are supported into the appropriate post-16 pathway.
- Lead and manage the recruitment process for Sixth Form students.
- Manage the public face of the Sixth Form through active promotion and marketing, contacts and links with other schools. Maintain and develop the sixth form website and associated marketing materials.
- Lead the transition from Year 11 to Sixth Form by providing appropriate advice and guidance, IAG interviews, assembly programmes and information sessions via the Post 16 process in conjunction with the Careers Advisor.
- Lead the provision of widening opportunities experiences for students who were previously PP, are entitled to the sixth form bursary, are First Generation University or who may qualify for contextual offers for other reasons.
- Develop the pastoral curriculum to ensure it serves the needs of our students, is compliant with expectations set out by Ofsted and is influenced by local / national priorities.
- Manage the 16 - 19 bursary and ensure appropriate targeting of funds
- Manage the Sixth Form Centre and Sixth Form budgets
- Act as Careers Leader for the school and line manager for the Careers Advisor. Liaise with relevant external agencies and the link governor to ensure that we have high quality and effective provision for Y7-Y13 students which meets the expectations of the Gatsby Benchmarks. (negotiable)
- A teaching commitment of approximately 0.5 (20 periods per fortnight).

Ideally, you should be able to meet most, if not all, of the following criteria for appointment:

- A first-class teacher
- Strong experience in delivering excellent A-Level outcomes for students.
- The ability to lead by example, inspire trust, gain respect and motivate other people
- Proven team-leadership skills in a management context
- The ability to think critically and creatively and to solve problems
- Drive, energy and a capacity for hard work
- Thoroughness, accuracy and attention to detail, including well developed written communication and presentation skills
- A sense of humour and perspective
- An awareness and understanding of whole-school issues
- Familiarity with recent national developments in post-16 provision
- Commitment to your own professional development
- Successful experience of teaching in more than one school, including 11-18 experience
- Experience of delivering pastoral support for students
- An awareness and knowledge of the issues surrounding the safeguarding of children.

- The ability and willingness to play a leading role in making Fallibroome a world-class Academy
- The potential for further promotion in the future

Leadership Team functions:

- Contribute to the strategic thinking required to meet our vision
- Promote the school ethos
- Act as a role model for all members of the school community
- Demonstrate a high profile around the school and help maintain a calm and purposeful learning environment at all times.
- Undertake lunchtime supervision and other supervisory duties, including break duties, school detention and assemblies
- Be a role model for our management of behaviour, play a part in the leadership team response to problems and support for discipline in lessons and around school
- Line manage one or more middle leaders
- Participate in whole school marketing events and information evenings, as appropriate
- Communicate with governors, parents and outside agencies on whole school issues, as appropriate to the specific post held
- Participate in the Performance Management programme as a Team Leader
- Undertake professional development to address individual and team needs
- Share collective responsibility for whole school decisions
- Effectively manage your area of responsibility
- Support the Headteacher and other members of the senior team
- Engage with and contribute to the agenda led by the Halliard Trust and support other schools in the Trust as appropriate.

The level of involvement of individual members in each of the above will vary depending on specific job descriptions and timetable commitments.