



Assistant Head of Sixth Form TLR 2b

Subjects preferred for application: English, History, PE, Maths and Science

Job Description:

Line Manager:	Assistant Headteacher, Head of Sixth Form
Main Purpose of Role:	<p>To be responsible for the progress and discipline of a Year group within the Sixth Form and support the Head of Sixth Form in the leadership, management and development of the Sixth Form.</p> <p><i>The Assistant Head of Sixth Form is required to make themselves available for work on GCSE results day as well as interview and post-16 enrolment days and Sixth Form Open Evening (as agreed by the Head of Sixth Form)</i></p>

Main Responsibilities:

- To tenaciously monitor and evaluate student academic progress, behaviour, rewards, attendance and punctuality to identify and lead strategies to combat underachievement to make a measurable contribution to whole school targets.
- To support the work of the AHT Head of Sixth Form in the leadership and management of a year group in the Sixth Form.
- To support the Ho6th in leading, managing, motivating & developing the Sixth Form tutor team.
- To work closely with the Sixth Form Manager to promote and maintain excellent levels of wellbeing and pastoral care in the year group.
- To work closely with the Sixth Form Administrator to ensure efficient monitoring of attainment and progress, and to ensure high-quality communication with parents.
- To be a visible presence within the Sixth Form, monitoring students' behaviour at changeover times, break and lunch and within lessons.
- To maintain effective routines within the year group and to contribute to effective routines within the Sixth Form as a whole.
- To promote the ethos and values of the school.
- To liaise with relevant outside agencies where necessary.
- To work effectively with staff on improving attendance and punctuality
- To support with Sixth Form Catch Up and Isolation, ensuring both students and staff having a thorough understanding of the role Catch Up plays in supporting behaviour and progress in the Sixth Form.
- To assist in the leadership, management and development of sixth form provision in the Sixth Form tutor programme.
- To support the Head of Sixth Form and deputise where and when appropriate.
- To promote retention and recruitment to the sixth form in general terms, but to also be present at Sixth Form Marketing events such as Taster Days, Success in The Sixth Form and Open Evenings.
- To lead on year-specific events and initiatives in the Sixth Form, e.g. the UCAS process and destinations reporting (Y13), or Sixth Form Transition and Work Experience (Y12).
- To support in interviewing students applying to Sixth Form and on GCSE results day.
- To create and lead a high-quality seminar programme for the year group that may result in in-house delivery or in external visitors and speakers being engaged to talk to students.
- To support the development and implementation of the vision and strategic direction of the Sixth Form

Other

- To use a variety of data for the cohort in order to identify underperformance and to make referrals (to HODs, SEN, AHT, Sixth Form AIMS etc as required).
- To have a knowledge and understanding of all of the different groups of students within the year group (G&T, SEN, LAC, underachievers, poor attenders, EMAS, FSM etc) in order to be able to monitor progress and plan appropriate interventions.
- To support the AHT Ho6th in coordinating intervention and enhancement strategies for targeted groups of students.
- To monitor the use of rewards and sanctions for the cohort, liaising with Heads of Department where issues arise.
- To assist the Head of Sixth Form on the provision of weekly Sixth Form assemblies
- Support the development and implementation of the vision and strategic direction of the school which reflects its educational and moral aspirations and values.
- Contribute to process for the production and review of the Sixth Form SEF.
- To assist with the implementation of school quality assurance procedures and processes.
- To contribute towards the leadership and provision of the PSHE/SMSC and Extra Curricular provision for Sixth Form Students.
- To meet fortnightly with Head of Sixth Form (SLT line manager) to formally feedback on progress and key issues in the Sixth Form.
- To develop student leadership skills within the Sixth Form and support the AHT Head of Sixth Form in taking and reviewing student voice.
- To support any students within the Sixth Form in finding suitable alternative education or training should they decide to leave Sixth Form (in conjunction with Sixth Form Manager and Head of Sixth Form).
- Ensure KS5 students get suitable CEIAG for each stage of their progression – this includes identifying, monitoring and supporting of potential NEETs.
- To help coordinate whole school learning events such as taster days, year 12 induction day, careers day, work experience week orientation and extra-curricular events, to ensure that students and parents have access to advice and guidance at critical points in the student’s life.
- To assist the Head of Sixth Form to monitor the quality of learning experience of students in the Sixth Form and lead appropriate intervention where required.
- To ensure the Sixth Form makes a positive contribution to the internal community of the school
- To ensure the Sixth Form makes a positive, proactive and regular contribution to the external community of the school.
- To Support teachers experiencing difficulties in the Sixth Form curriculum.
- To chair the Sixth Form Teaching and Learning working party.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.