

## Head of Post 16 Job Description

### Introduction:

Chiltern Way Academy Trust is seeking an outstanding individual to serve as the Post-16 Lead. As a pivotal figure in our institution, the successful candidate will demonstrate exceptional leadership qualities to drive academic excellence, personal development, and progression opportunities for our post-16 students.

### Key Responsibilities:

#### Educational Leadership and Strategic Management:

- Provide visionary leadership in developing and implementing strategies that enhance the academic and personal development of post-16 students.
- Work collaboratively with staff and stakeholders to formulate and execute strategic plans aligned with the needs of post-16 learners, including seeking appropriate premises and enterprise opportunities.
- Foster a culture of innovation, excellence, and continuous improvement to meet the evolving demands of post-16 education.
- Seek best practice and use an evidence base to enhance Post-16 provision.

#### Curriculum Development and Enhancement:

- Oversee the design and delivery of a diverse and stimulating curriculum tailored to the needs and aspirations of post-16 students.
- Monitor and evaluate curriculum effectiveness, making adjustments as necessary to ensure alignment with academic standards and industry requirements.
- Champion the integration of technology and vocational pathways to provide a comprehensive educational experience for post-16 learners.

#### Student Support and Progression:

- Implement robust support mechanisms to promote the welfare, wellbeing, and personal development of post-16 students.
- Facilitate effective careers guidance, work experience opportunities, and progression pathways to higher education, employment, or vocational training.
- Collaborate with external partners, employers, and universities to enhance the employability and future prospects of post-16 graduates.

#### Staff Management and Professional Development:

Chiltern Way Academy Trust, Church Lane, Wendover, Buckinghamshire, HP22 6NL

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- Recruit, develop, and retain high-calibre teaching and support staff dedicated to meeting the unique needs of post-16 learners.
- Provide ongoing support, coaching, and professional development opportunities to empower staff to excel in their roles.
- Promote a culture of collaboration, creativity, and reflective practice among staff to drive excellence in post-16 education.

#### Governance and Stakeholder Engagement:

- Work closely with the Board of Governors to develop and implement policies, procedures, and initiatives that support the strategic objectives of the institution.
- Build positive relationships with parents, students, alumni, employers, and community stakeholders to promote the interests and reputation of the institution.
- Provide regular reports and updates to the Board of Governors on the performance, achievements, and challenges of the post-16 provision.

#### Qualifications and Experience:

- Qualified Teacher Status (QTS) and relevant postgraduate qualification in education leadership or management (e.g., NPQH).
- Extensive experience in a senior leadership role, with a proven track record of achieving academic excellence and student progression.
- Deep understanding of post-16 curriculum frameworks, assessment strategies, and quality assurance processes.
- Strong leadership, communication, and interpersonal skills, with the ability to inspire and motivate staff, students, and stakeholders.
- Commitment to promoting equality, diversity, and inclusion in all aspects of post-16 education.
- Sound financial management skills and the ability to manage resources effectively to achieve strategic objectives.
- Uphold the highest standards of professionalism, integrity, and ethical conduct, serving as a role model and ambassador for the institution.