

Job Description

Job Title: Assistant Head: Director of Sixth Form
Grade / Salary: Leadership Scale (L20-24)

Working Time: In line with pay and conditions document
Line Manager: Deputy Headteacher

This is a generic job description: We are looking for the right person to join the team and are interested in candidates with a range of specialism and expertise. A final role will be drawn up in consultation with the successful candidate and SLT.

Main Objectives

- To support the Headteacher in implementing the School Improvement Plan
- To join the Senior Leadership Team (SLT) in the strategic leadership of Fortismere
- To formulate aims and objectives of the school
- To review and evaluate KS5 progress
- To lead and manage the KS5 provision

Leadership

- To support the Headteacher
- To promote core values of the school actively and translate them into strategies to raise achievement of all students
- To contribute to the formulation of whole school policy and practice and to lead colleagues in its implementation
- To participate in formulating school aims and objectives and policies
- To ensure all whole school policies are adhered to
- To support the Safeguarding / Equalities agendas
- To facilitate staff training on a range of initiatives relevant to specific responsibilities
- To lead on relevant monitoring and self-evaluation procedures
- To lead and support all categories of staff, fostering good relationships and encouraging good working practices
- To contribute to establishing core values of the Senior Leadership Team and their practical expression
- To attend SLT, Governing Body and other meetings, leading / supporting where appropriate to role
- To liaise with Governors and outside agencies

Management

- To uphold the school's Behaviour Policy and ethos
- To facilitate the smooth day to day running / operation of the school and liaison with facilities management
- To be an integral and effective part of the whole school duty system
- To ensure effective communication across all aspects of the school
- To provide direction and co-ordination of the curriculum and use of resources through effective line management
- To share in the monitoring and evaluation of teaching and learning together with effective school performance
- To strive for the highest possible standards of student behaviour, learning and attainment for all students
- To manage staff in an appropriate manner, offering support, encouragement, guidance and advice
- To provide documentation and reports for the Headteacher and Governors as required
- To initiate and lead any change required within specific areas of responsibility
- To share in monitoring and evaluating assessment, recording and reporting procedures
- To support performance management process across relevant areas of the school

Operational/ Strategic Planning

- To review improvement plan and inspection programmes
- To ensure that Health and Safety policies and practices, including risk assessments at different levels are in line with national requirements and updated as necessary
- To analyse data relevant to specific role

Teaching and Learning

- To share in fostering creative responses to teaching and learning
- To contribute to the development of the whole school curriculum as appropriate, ensuring a focus on maximising success for all students
- To develop and support procedures for promoting high expectations, quality teaching, learning and assessment amongst staff and students
- To support, develop and maintain a high quality learning environment
- To ensure all staff undertake their duty of care and professional responsibilities
- To share in the monitoring, reviewing and improving teaching and learning through regular classroom observations
- To observe a range of lessons and give feedback

Communications

- To promote effective and fruitful relationships with outside agencies and the community
- To communicate information specific to role to all stakeholders
- To foster good relationships with neighbourhood schools and support transition
- To welcome visitors and treat with courtesy
- To keep relevant documentation and information up to date on website and MLE
- To ensure that all colleagues are familiar with the school's aims and objectives
- To ensure effective communication / consultation as appropriate with the parents / carers of students
- To liaise with other schools, educational establishments, commerce and industry, Examination Boards and any relevant external agencies
- To represent the views and interests of Fortismere
- To lead the development of effective school links with other educational institutions and community
- To represent the school at events, conferences and meetings
- To promote the school at Open Days / Evenings

NB.

To undertake any other duty as specified by Statutory Teacher's Pay and Conditions document not previously identified.

January 2026

Signed Dated: