Job Description - Head of Sixth Form

Post Title: Head of Sixth Form
Salary: L12 - L19
Reporting to: Head Teacher / Deputy Head

Core Purpose

The purpose of the Head of Sixth Form is to continue to lead and develop the sixth form so that we sustain the exceptional performance established over the past 6 years since we introduced a post-16 offer. You will be responsible for the efficient day-to-day management of the Sixth Form sustaining and embellishing a thriving and successful Sixth Form community, maximising students' academic and broader opportunities and achievements.

Strategic Leadership

- Work closely with the Headteacher and other members of the Senior Leadership team to continually drive and shape the strategic vision for TKA's Sixth Form.
- Monitor the effective use and deployment of resources, including staffing, to ensure that the Sixth Form is well led and managed.
- Implement the strategic direction for the Sixth Form through clear policies, systems and procedures.
- Contribute to the school's wider strategic and operational plans.
- To act as a member of the safeguarding team, as a Deputy Designated Safeguarding Lead(DDSL), and to retain Level 3 safeguarding training and any other training deemed appropriate to undertake their responsibilities to safeguard pupils at TKA.

Teaching & Learning

- Define the Sixth Form curriculum and advise the Headteacher and Trust on Sixth Form academic policy and procedures.
- Take overall responsibility for the establishment, co-ordination and development of the Sixth Form tutor team.
- Ensure that students are guided and informed to make appropriate course choices on entry.
- Set aspirational targets for all Sixth Form students based on prior attainments.
- Ensure information is available for students and parents to measure their own progress and make appropriate decisions about their future.
- Co-ordinate the Sixth Form calendar, mapping in key milestones such as Options After Year 13, UCAS information for parents, Sixth Form Open Days, internships etc.
- Develop a compelling enrichment programme drawing extensively on the school's existing partnerships and community links.

- Co-ordinate the academic welfare of students, maintaining oversight of progress, reporting, examination entries and mentoring, ensuring appropriate information, advice and guidance is provided.
- Observe Sixth Form lessons and conduct regular learning walks.
- Capitalise on our links with Trust Partners and other companies and organisations in the local community to enhance the range of opportunities open to students.
- Work with senior colleagues to ensure co-ordination of academic and pastoral support through the Sixth Form.
- Keep abreast of, communicate and implement best practice of Post-16 pedagogy.
- Lead CPD relating to Post 16 provision.

Pastoral

- Promote and safeguard the welfare of all students.
- Monitor and enforce good attendance and punctuality.
- Celebrate success and achievement.
- Maximise the opportunities for Sixth Form students to play a full and active part in TKA, taking on responsibilities.
- Instil in Sixth Form students an understanding of their role as role models within the wider school community.
- Ensure that the culture and ethos of the Sixth Form aligns with TKA's inclusive values and expectations.
- Support and Quality assure the work of Heads of Year in respect of the pastoral and wider personal development curriculum offer.

Student Transition and Recruitment

- Ensure a smooth induction and recruitment programme for existing and new students.
- Ensure that Sixth Form students receive timely and appropriate advice regarding careers, higher education and alternative pathways.
- Support and actively promote a positive Sixth Form identity and reputation in the local community.

Post-18 Progression

- Plan and manage the further education communication and application process, ensuring that students are apprised in a timely manner of the range of options open to them (e.g. University and College Open days, UCAS and other college application processes, apprenticeship opportunities).

Prefect System

- Work alongside the SLT to develop and lead the Student Leadership Team.
- Lead the process of selection of prefects and make recommendations to the Head Teacher for Head Boy, Head Girl and other key appointments.
- Organise Prefect induction, establish rotational Prefect teams and attend Prefect meetings.

Resources

- Make recommendations for the definition and management of the Sixth Form budget.
- Oversee, manage and maintain a presence at all Sixth Form events.

- Liaise with SLT and Marketing in the production of the Sixth Form prospectus and Options handbook.

Broader School Life

To play an active role in the life of the School, including:

- Promoting the inclusion and acceptance of all pupils in the classroom and wider School community.
- Participating in meetings at the School which relate to its curriculum, administration and organisation (e.g. pastoral arrangements, information events and parents' evenings).
- Working within and contributing to established behaviour policy to anticipate and manage behaviour constructively promoting self-discipline and independence.
- Assisting in the creation of learning environments where each student can demonstrate consistently thoughtful, ethical behaviour, showing consideration for others and offering support to them, taking an active part in the School's rewards programme celebrating achievement and, where necessary, applying School sanctions.

General Duties

In addition to the Job Description there will be the following general duties. They may be modified as the school grows and develops by the Head Teacher, after consultation with you, to reflect or anticipate changes in your role commensurate with the salary and job title.

General Responsibilities

To play a role, under the overall direction of the Head Teacher, in:

- Managing staff and resources.
- Supporting the School's responsibility to provide opportunities for personal and professional growth of all staff.
- Creating a School environment with an outstanding care and guidance of, and for, each other.
- Supporting outstanding teaching and learning, achievement and behaviour across the School.
- Carrying operational responsibility for the day-to-day management of the School.
- Undertaking any other professional duties reasonably delegated by the Head Teacher, Associate Headteacher or Deputy Headteacher.
- To be an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning.
- To be an excellent communicator with the whole School community.
- Ensuring that the School community has the right information at the right time to enable an excellent service.
- To contribute to the ethos of the School by participating and leading on enrichment activities.
- To be an active and supportive part of the wider professional services team.
- Take on relevant responsibilities that are both essential or add value to the School community, for example becoming a First Aider and / or Fire Warden.
- Be aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear.
- Provide lunchtime and breaktime supervision as required.
- Consistently produce a high standard of written work.

- To be a professional role model with a clear understanding of tolerance and the importance of diversity.

School Improvement

- Demonstrate the School's vision and values in everyday work and practice.
- Continually look to improve practice and keep up to date with latest developments related to your role.
- Be knowledgeable in your role and provide advice and guidance to the School community.

Developing Self and Working with Others

- Develop positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets.
- Regularly review own practice, set personal objectives and take responsibility for own development.
- Manage own workload and that of others to allow an appropriate work/home life balance.
- Consistently enhance knowledge in relation to your role utilising self-directed learning.

Leading and Managing the School

- Support the Head of People in the safer recruitment, deployment and development of staff to make most effective use of their skills, expertise and experience.

Securing Accountability

- Support the Head Teacher in developing a school ethos which enables everyone to work collaboratively, to share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Community Development

- Develop effective links, collaboration and the sharing of best practice with local schools and the wider community.
- Promote/preserve outstanding community cohesion across the School and beyond.
- On occasion, attend out of school hours events, as directed by the Head Teacher.

Other Requirements

- To be aware of all Safeguarding/Child Protection issues.
- To assist with registration as required.
- To carry out your responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments).
- To carry out your duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list

information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment, to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background wills not necessary debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Person Specification - Head of Sixth Form

Assistant Head - Person Specification E = Essential D = Desirable	E	D
Qualifications		
Qualified teacher status (QTS)	√	
Honours degree or equivalent	√	
An Upper Second or 1st Class Degree		√
A Middle Leadership Qualification (e.g. NCSL – MLDP)		√
Masters degree or equivalent		√
5A*-B grades at GCSE including at least C grade in English and Mathematics	√	
Professional Development		
Evidence of sustained participation in INSET, especially School leadership/management programme or similar		√
Participation in work with other schools/agencies		√
Knowledge of current educational policy and developments in the secondary sector	√	
Strong appreciation of character education as an integral part of student learning and development	√	
A thorough understanding of OfSTED inspection framework	√	
An understanding of initial and continuing teacher education and school improvement	√	
An understanding of what constitutes quality in educational provision and the characteristics of effective schools	√	
An informed appreciation of and commitment to evidence-based research as a basis for informing learning and teaching policy and practice		√
Personal Qualities and Relationships		
A strong commitment to the vision and ethos of The Kingston Academy	√	
To have personal impact and presence	√	
To be able to establish and develop good relationships with all involved in the school	√	

To have experience of dealing effectively with students, staff and parents	√	
To have a positive and energetic approach to work	√	
To be flexible and approachable	√	
To be able to think strategically and work in collaboration with others	√	
To be able to handle situations immediately as they arise whilst maintaining personal warmth and resilience	√	
Interpersonal and Communication Skills		
Have the ability to communicate effectively in writing and orally	√	
To be competent in the use of ICT	√	
The ability to work flexibly as a member of a team and to take on initiatives	√	
To have the ability to deal sensitively with people and resolve conflicts	√	
Leadership/Management Experience		
Knowledge of curriculum developments and related matters at KS5	√	
The vision to further develop the work of the Sixth Form & School in raising academic standards	√	
To have recent experience as Middle or Senior Leader in a Secondary school	√	
To have the ability to lead, provide clear vision and command respect	√	
To be an incisive and clear strategic thinker	√	
To have the ability to motivate pupils and staff to achieve challenging targets	√	
To have the ability to delegate responsibility, set high standards and provide a focus for improvement	√	
To have the ability to manage change in a school and monitor and evaluate its impact		√
To have experience of playing a leading role in implementing aspects of a Subject or School Improvement Plan		√
To have experience of conducting Performance Development		√
To have experience in the use of data (academic and pastoral) to achieve whole school improvements in student outcomes		√
To have experience working with other schools/agencies		√
Teaching and Learning		

To be an outstanding classroom practitioner	√	
To have a practical understanding of effective teaching and learning strategies	√	
To have an understanding of actions to be taken to promote equality, racial harmony and prepare pupils to live in a culturally diverse society	√	
To have evidence of successful leadership of people/teams		√
To have experience of monitoring and evaluating the quality of teaching and learning		√
Resource Management		
To have experience of managing and/or co-ordinating staff	√	
To have experience of monitoring and developing school administrative systems		√
School Improvement		
To understand the characteristics of an outstanding school		√
To have an awareness of strategies to raise pupil achievement, manage behaviour, prevent racism, radicalisation and bullying	√	
Experience of delivering operational planning in order to achieve strategic objectives		√
To have evidence of involvement in whole school improvement work	√	
Other		
To demonstrate best practice in providing a safe and secure learning environment	√	
Experience of working directly with parents to support pupil learning and achievement and dealing effectively with poor behaviour	√	
To understand the role and importance of 'pupil voice' in schools	√	
Awareness of the role of Governors	√	
Have experience of working with Governors		√
To have a commitment to equality and diversity	√	

Those marked 'Essential' must be demonstrable at the point of interview.