



# JOB DESCRIPTION

## ASSISTANT HEADTEACHER

All job descriptions are current at the date shown, but following consultation, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

	<b>SPECIFIC ROLE</b>
<b>POST TITLE</b>	<b>Assistant Headteacher – Head of Sixth Form</b>
<b>HEADLINE STRATEGIC ROLES</b>	<p><b>Leadership of Sixth Form</b></p> <ul style="list-style-type: none"> <li>• To collaborate with SLT in order to build a shared vision of excellence and high standard for all KS5 students</li> <li>• To raise and maintain provide a strong lead in raising standards of student attainment, achievement and personal development by providing effective whole school academic and pastoral leadership</li> </ul> <p><b>Principal Accountabilities – Head of Sixth Form</b></p> <ul style="list-style-type: none"> <li>- To lead and supervise the effective operation of the Sixth Form ensuring the implementation of School policies and procedures directly related to KS5 are consistent and align with the main school</li> <li>- To embed an aspirational and ambitious Sixth Form identity and ethos</li> <li>- To lead on ensuring that Sixth Form attendance, punctuality, conduct and appearance are of a high standard at all times</li> <li>- To enable students to take an active role in the life of the school and wider community and to participate in community activities outside of school</li> <li>- To monitor students’ academic performance using the school’s monitoring data, to work with subject leaders and Sixth Form team to put in place academic interventions as necessary and monitor/evaluate their impact</li> <li>- To lead, co-ordinate, monitor and evaluate the work of form tutors and communicate with them regularly with regards to form activities and individual students in their forms</li> <li>- To provide a point of contact between home and school and arrange meetings at the request of the school or parents and carers with regards to any academic or pastoral concerns progress of students</li> </ul>

	<ul style="list-style-type: none"> <li>- To lead and manage the post 18 progression, ensuring that all staff and tutors are trained in reference writing and that students are trained in completing the applications and writing their personal statements and preparing for any interviews/selection examinations; organising external speakers and career-related workshops in order to raise students' aspirations and awareness of opportunities beyond the Sixth Form</li> <li>- To organise and lead year group assemblies, ensuring that the students conduct themselves during these in an orderly manner</li> <li>- To lead the planning and delivery of internal and external Sixth Form recruitment and induction programmes</li> <li>- To attend School on the day prior to results days to prepare; on results day; and on the days immediately following this to ensure students have appropriate support in securing their progression</li> <li>- To ensure that all KS5 students receive high quality advice and guidance on careers and higher education by working with the Careers Advisor and outside agencies where appropriate</li> <li>- Undertake DSL responsibilities for Sixth Form</li> </ul> <p><b>Other whole school leadership responsibilities commensurate with the role of AHT will be confirmed with the successful candidate.</b></p>
<b>PAY SCALE</b>	L10-14
<b>LINE MANAGEMENT</b>	Of a range of colleagues – support and teaching tbc
<b>REPORTING TO</b>	Deputy Headteacher
<b>RESPONSIBLE FOR</b>	Sixth Form Team Middle leaders, staff with cross-school responsibilities, teaching staff, other relevant personnel and students within the school as specified separately by the Headteacher in line with other whole school responsibilities.
<b>LIAISING WITH</b>	Headteacher, Leadership Team, middle leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents, carers and Governors

	<b>OTHER MAIN DUTIES</b>
<b>OPERATIONAL</b>	<ul style="list-style-type: none"> <li>▪ To strengthen the school's organisational capacity by contributing effectively to designated aspects of its day-to-day management and supervising and leading all staff to ensure the effective operation of the school.</li> <li>▪ To line manage specified middle leaders, working with them to monitor the overall quality of the school's provision in meeting the needs of all students.</li> <li>▪ To contribute to the development and implementation of school policies and procedures.</li> <li>▪ To ensure as part of the School's Senior Leadership Team that the work done in the school fully reflects its ethos and the School Improvement Plan.</li> </ul>
<b>CURRICULUM AREA LINE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ To help lead and manage the work of specified middle leaders to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan and contributes to strong student outcomes in line with school targets.</li> </ul>

<b>STAFF DEVELOPMENT, RECRUITMENT AND DEPLOYMENT</b>	<ul style="list-style-type: none"> <li>▪ To work with other members of the Senior Leadership Team to ensure that staff development needs are identified and met</li> <li>▪ To contribute to monitoring the efficient and effective deployment of teaching and non teaching staff to meet the school's vision and aims.</li> <li>▪ To undertake Performance Management Reviews as required.</li> <li>▪ To participate in the selection process for staff posts when required</li> <li>▪ To promote teamwork and to motivate staff to ensure effective working relationships</li> </ul>
<b>QUALITY ASSURANCE</b>	<ul style="list-style-type: none"> <li>▪ To collaborate as a member of the School Leadership Team in order to build a shared vision of excellence and high standards for all students.</li> <li>▪ To contribute to raising standards of student attainment and achievement by as part of the Quality Assurance and Line Management processes</li> <li>▪ To contribute to the ongoing monitoring and evaluation of behavioural standards</li> <li>▪ To lead designated aspects of regular school self-review and to strive for continuous improvement in all aspects of the school's work.</li> </ul>
<b>MANAGEMENT INFORMATION</b>	<ul style="list-style-type: none"> <li>▪ To make use of data to evaluate performance of designated aspects of school work</li> <li>▪ To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.</li> <li>▪ To produce reports for designated areas of responsibility where required.</li> <li>▪ To contribute to providing the Governing Body with relevant information relating to the School's performance and development.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>▪ To ensure that all members of staff are familiar with the school's aims and objectives.</li> <li>▪ To ensure effective communication/consultation as appropriate with the school's governors, students, their parents/carers and other stakeholders and third parties</li> <li>▪ To lead assemblies and meetings.</li> </ul>
<b>MARKETING AND LIASON</b>	<ul style="list-style-type: none"> <li>▪ To support the school liaison and marketing activities ensuring a positive presentation of its work to the wider community.</li> <li>▪ To contribute to the development of links with partner schools and the community, attendance where necessary at liaison events in partner schools.</li> </ul>
<b>PASTORAL DUTIES AND LINE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>▪ To help to lead and manage the development of provision with specified year groups.</li> <li>▪ To contribute to developing a safe, secure and healthy culture and environment within the school as a whole.</li> <li>▪ To contribute to and implement the school's policy on rewards, sanctions and support</li> <li>▪ To monitor and support the overall progress and development of all students in the designated key stage in line with the school's policies on providing inclusive education.</li> </ul>
<b>TEACHING (approximately 15 lessons per fortnight across a 50 lesson timetable)</b>	<ul style="list-style-type: none"> <li>▪ To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, planning and preparing lessons and units of work.</li> <li>▪ To assist in the development of appropriate syllabuses, resources, schemes of work, policies and strategies in the subject area.</li> <li>▪ To contribute to the subject area's improvement plan and its implementation.</li> <li>▪ To attend all appropriate meetings.</li> <li>▪ To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in School and elsewhere, thereby ensuring a high-quality learning experience for students.</li> <li>▪ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>▪ To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>▪ To undertake assessment of students as requested by external examination bodies, subject area and school procedures.</li> <li>▪ To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<p><b>ADDITIONAL DUTIES</b></p>	<ul style="list-style-type: none"> <li>• To undertake whole school duties.</li> <li>• To support Leadership presence (front of house) at school events outside of the school day on a rota basis</li> <li>• To be part of the Leadership 'On Call' rota out of hours, weekends and holidays</li> <li>• To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.</li> <li>• To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To show a record of excellent attendance and punctuality.</li> <li>• To adhere to the School's policies.</li> </ul>

**SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

**CONFIDENTIALITY**

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

**EQUAL OPPORTUNITIES**

All employees must be supportive of the school's policies on Equal Opportunities and Diversity.

**HEALTH AND SAFETY**

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.