

ARNOLD HILL ACADEMY

Job Description

- Post : Head of Sixth Form
- Scale: L5-L10:
- Commencing: *September 2018*
- Type: Full Time Permanent
- Accountable to: Head Teacher
- Accountable for: Pupil Outcomes at Post 16

Key Tasks:

- To plan, drive and deliver improvements across the Arnold Hill Sixth Form to move the provision to 'Outstanding'.
- To work closely and strategically with the Senior Leadership to effectively design a curriculum plan in-line with national developments.
- To establish a systematic approach to quality assurance of Post 16 provision.
- To manage the day to day operation of the Post 16 provision.
- To manage the Quality Assurance of Post 16 provision including learning walks and student voice.
- To oversee the Post 16 tutorial programme ensuring it is organised effectively and promotes high levels of academic achievement by all students.
- To manage the Post 16 budget and deploy resources effectively and efficiently.
- To liaise with subject leaders re: examination entry and to monitor progress through line management meetings with interventions organised as required.
- To monitor reporting, target setting and data evaluation.
- To assist tutors and individual students in the choice of subjects for A Level.
- To provide an effective induction programme for Year 12 students.
- To ensure student study areas and resources are used effectively.
- To monitor mentoring of Sixth Form Students.
- To oversee the UCAS process and post 18 transition.
- To provide support for students on A level results day.
- To identify and respond to health and safety issues as they arise and ensure child protection issues are effectively dealt with
- To oversee attendance issues
- To oversee the delivery of the enrichment programme including Bright Days.
- To promote SMSC education in the Sixth Form
- To ensure reports are completed on time and accurately.
- To lead assemblies programme
- To work closely and strategically with Senior Leaders to use the Head of Faculty and Subject Leader meetings and weekly update bulletin to ensure quality of teaching and learning and intervention strategies
- To develop outreach projects with pupils in KS3 and KS4 to encourage successful progression into the Sixth Form

Signed _____

Date _____

Person Specification : Head of Sixth Form

Evidence of	Tested by	Desirable	Essential
Previous experience as Head of 6 th Form: leading Head of Year/Deputy Ho6th Form and a team of Tutors	Application and interview	✓	
Experience of managing the QA of Post 16 provision	Application and interview	✓	
Recent professional development such as NPQSL or other professionally recognised programmes	Application and interview	✓	
A current and strategic understanding of the post 16 curriculum	Application and interview		✓
Being a highly effective, qualified teacher	Performance Management Application and interview		✓
Being able to motivate other members of staff to operate effectively	Interview		✓
Being able to inspire young people	Interview		✓
Understanding how to use data to maximise achievement	interview		✓
Engaging successfully with the UCAS process	Application and interview		✓
Effective verbal communication skills	Interview		✓
Effective written communication skills	Application		✓
Presenting effectively to parents, pupils and staff.	interview		✓
Being able to review existing procedures and recommend improvements.	Interview		✓
Showing interest in national policy developments.	Interview		✓
Developing trusting relationships with pupils, parents and staff.	Application and interview		✓