

Head of Sixth Form Job Description (TLR 1a)

Leadership & Management	<ul style="list-style-type: none"> • Lead and manage the development and improvement of the Sixth Form, working with the Deputy Head of Sixth Form, the Deputy Headteacher with strategic responsibility for Sixth Form and others. • Ensure robust and continuous review and evaluation of performance at all levels. • Coach, motivate and mentor staff to develop and maintain the school culture. • Instill an ethos of high expectations for professionalism and achievement of all students. • Maintain strong working relationships with the community, agencies, and other stakeholders, including parents, businesses and the Governing Body. • To oversee admissions process for the sixth form, including on key dates around GCSE results day (August). • To provide induction, support and monitoring for new staff. • To act as a role model of good practice for other teachers modeling effective strategies with them. • To act as an appraisal team leader for identified teachers, including the Deputy Head of Sixth Form. • Effective line management of the Deputy Head of Sixth Form, who will have responsibility for Y13 progress and the UCAS application process. • To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to Key Stage 5. • To develop strategies to promote new teaching/tutoring methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning across Key Stage 5. • To direct and support the work of the Sixth Form Pastoral Manager and the Sixth form administrative support assistant.
Teaching & Learning	<ul style="list-style-type: none"> • Ensure all teaching is outstanding and lessons are delivered that motivate, inspire and improve the attainment and progress of students. • To monitor and evaluate pupil progress across the school in Key Stage 5. • Maintain regular and productive communication with parents, to report on students' progress. • To undertake lesson observations and provide constructive feedback

	and support as appropriate.
Assessment & Reporting	<ul style="list-style-type: none"> • Ensure that there is a robust tracking system for students. • Develop assessment for learning so that all students know how to improve. • Ensure training is delivered to all staff in order to make the best use of available Key Stage 5 data. • Provide/utilise and articulate data analysis for different audiences. • Ensure that staff are tracking data and target setting for students. • To fully contribute to the school's quality assurance and professional learning processes. • Write regular reports to Governors and other stakeholders.
Curriculum & Timetabling	<ul style="list-style-type: none"> • Lead the development of a curriculum that is inclusive. • Help craft 14-19 pathways that are enriched by partnerships but also meet exam expectations. • Ensure the offer to all post 16 learners complies with the guided learning hours and requirements of the post 16 study programme. • Design and co-ordinate extra-curricular and enrichment programmes appropriate for all learners, including strategic leadership of the EPQ provision. • Strategic lead for careers information, advice and guidance in the Sixth form, including compliance with Gatsby Benchmarks. • Co-ordinate the Y12 PSHE programme through assemblies and form time provision, in liaison with PSHE coordinator for Sixth Form.
Marketing & Recruitment	<ul style="list-style-type: none"> • Lead all public 6th form recruitment events, including those hosted by other educational providers within Sheffield and Derbyshire. • To take responsibility for the 6th Form prospectus, associated publications and the 6th form area of the academy website. • Lead on recruitment of students to 6th form. • Develop the role of Silverdale Sixth Form as a progression route for the other schools within Chorus Education Trust. • Lead on all other related 6th form events, including those hosted by other educational providers within Sheffield and Derbyshire.
Safeguarding & Confidentiality	<ul style="list-style-type: none"> • To adhere to and follow the academy's safeguarding procedures in order to protect the safety of all children. • To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Other Professional Requirements	<ul style="list-style-type: none"> • To carry out other reasonable tasks from time to time as directed by the Headteacher. • To contribute to the strategic direction of the school. • The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team. • To take responsibility for the implementation of and compliance

	<p>with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</p>
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- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

The Job description should be read alongside the range the professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.