

## SEFTON METROPOLITAN BOROUGH COUNCIL

### PRESFIELD HIGH SCHOOL & SPECIALIST COLLEGE

#### JOB DESCRIPTION

**Post:** Associate Senior Leader - Head of Sixth Form

**Grade:** MPS + SEN1 + TLR2C

**Responsible to:** Head Teacher

An exciting opportunity has arisen for a new Head of Sixth Form.

#### Main Purpose

- To sustain and improve the quality of education and care offered to the Sixth form students in the school through promoting the highest possible standards of education, equality of opportunity, and an environment which is conducive to excellence in teaching and learning
- To promote the ethos of the School through participation in construction and implementation of the School Evaluation process

#### Curriculum

- Planning, preparing and delivering consistently good and outstanding lessons
- Strategic development of the Post 16 learning in school
- To monitor and review progress across the Sixth Form and to keep accurate assessment records
- To oversee the Internal Verification of Vocational Qualifications within Sixth Form
- Oversee the work experience programme within Sixth Form
- Oversee the provision of College links for the Sixth Form
- Develop and oversee the bespoke timetables of students within the Post 16 provision
- Deliver a range of lessons for up to 75% of the teaching timetable

#### Strategic

- Build and sustain effective relationships with parents, employers and wider stakeholders to enhance the education of all students
- To regularly review own practice, prioritise and manage time effectively, be able to work under pressure and to deadlines and take responsibility for own professional development
- To demonstrate the interpersonal relationships and abilities to develop the Sixth form team
- Enhance and oversee the careers programme within the school alongside the Director of Studies
- Successful development and introduction of Supported Internships into the Post 16 provision
- Liaising with the exams officer to ensure all exam entries are accurate and appropriate
- Regularly evaluate the effectiveness of the Sixth Form by producing and reviewing the Sixth Form Development Plan inline with Ofsted expectations
- To contribute to the schools development and improvement document, completing relevant sections
- Collaborate with the Headteacher to ensure an aspirational and varied curriculum is developed to meet the needs of the Post 16 provision
- To chair meetings with Post 16 staff to ensure information is gathered and shared
- Be responsible for the effective recruitment, induction and supervision of students
- Participate in the recruitment of staff for the Sixth Form alongside the Senior Leadership Team
- Be responsible for the successful transition of post 16 students into their new setting
- To work with the Senior Leadership Team to develop an engaging consequence programme and ensure the good behaviour and attendance of students within Sixth Form
- To be a budget holder and comply with the procedures set out in the school's financial policies
- To contribute to the annual review process, ensuring paperwork is completed efficiently reflecting students progress and where required attend annual reviews
- To attend Governor meetings occasionally, reporting on pupil progress and the development of the Sixth Form

#### Safeguarding

- Know and be committed to the schools safeguarding agenda
- Be familiar with relevant national and local safeguarding updates

#### Class Teacher

In accordance with the Teachers' Pay and Conditions Document 2009 the professional duties a teacher (other than a Headteacher) may be required to perform are described in (Paragraphs 70 – 75.4) so far as is relevant to the postholder's title and salary grade. The performance of these duties is under the reasonable directions of the Headteacher.

The main **Teaching** professional duties attached to this post are:-

- Teaching, according to and showing an understanding of pupils' individual learning needs through differentiated learning tasks.
- Planning and preparing lessons and activities to support both academic and social progress.eg:Risk Assessment for trips and residentials, Cultural capital, character education and learning opportunities for social progress etc
- Produce Long Term (Curriculum Plan Overviews) Medium Term (Schemes of Work) and Short Term (weekly/daily) plans in line with school policy. Long term planning should be available and uploaded on to the website during the first week of the academic year, medium term planning should be made available on the shared drive by the end of the first week of each half term.
- Assessing/tracking, recording, and reporting on the progress of pupils and reporting progress to parents and stakeholders via Termly reports, Annual Student Progress Report and attendance at Parents' Evenings.
- To be accountable for the progress made by pupils within the lessons / subject areas they teach.
- Participating in and contributing to regular meetings arranged for the purpose of:
  - a) Staff information and discussion
  - b) Curriculum Development
  - c) School improvement
  - d) School Self Evaluation, Improvement and Development plan (SEID)
- Participating in INSET days, other training activities and a commitment to continuing professional development including updating knowledge of subject, national curriculum and research and developments in ASC support and understanding to remain at the forefront of best practice.
- Participating in and commitment to the appraisal cycle.
- Co-operating with the Headteacher, Senior Leadership Team and other Teachers on the preparation and development of lessons, activities, teaching materials, teaching programmes, methods of teaching, assessment, differentiation of work and pastoral arrangements.
- Maintaining good order and discipline amongst pupils working in line with the school's behaviour policy and procedures.
- Safeguarding the health and safety of pupils both on school premises and when engaged in authorised activities elsewhere, by evaluating the activity and preparing Risk Assessments.
- Mark and provide written and oral feedback on pupils' work in line with the school marking policy.
- Co-ordinate and manage the work of the classroom support (TA's) and work of volunteers. Deployment of volunteers to be agreed with staff prior to them commencing placement.
- To be responsible for ordering and managing resources required to deliver the curriculum.
- Ensure that their classroom is a tidy and effective teaching base, a positive learning environment which promotes ASC ethos and adheres to the school's Health and Safety Policy.
- Maintain professional relationships with other staff and services and maintain high levels of personal conduct in line with local and national codes of conduct.
- Interact on a professional basis with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of areas of the school curriculum and other matters, with the aim of improving the quality of teaching and learning throughout the school.
- To meet the Teaching standards attached to this job description and subsequent standards agreed by the DFE and Sefton Borough Council.

The main **Pastoral** professional duties attached to this post are:-

- Preparation of Learning Support Plans
- Awareness of and contribution to students Educational Health and Care Plans
- Produce student Risk assessments
- Undertake bi annual Team Teach (positive behaviour management) training including being proactive in de-escalation, repair and restoration work with students.
- Preparing information for and attending Annual Reviews and multi agency meetings for each pupil as required.
- Maintaining regular communication and consultation with parents of pupils and liaising with other professionals and outside agencies for the benefit of pupils.
- Registering attendance of pupils
- Attending and deliver assemblies
- Undertake break and lunch duties.
- Carry out other duties that the Headteacher may from time to time ask the postholder to perform.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Due to the nature of the work involved, this post is "exempt" from the provision of the Rehabilitation of Offenders Act 1974 by virtue of the ROA 1974 (Exceptions) (Amendment) Order 1986**