



# The Athelstan Trust

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CEO: Tim Gilson

## MALMESBURY SCHOOL JOB DESCRIPTION

<b>Post</b>	<b>Assistant Headteacher – Head of Sixth Form</b>
<b>Level of pay</b>	<b>Leadership Spine Point L12 -15</b>
<b>Status of Post</b>	This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the headteacher and will be required to fulfil any reasonable expectations of the headteacher. The specific area of responsibility will be around the leadership of the school's sixth form. All staff are expected to have a clear understanding of the aims, objectives and ethos of the school, and an awareness of its role in the community.
<b>Job Purpose</b>	<p>The purpose of the role is to:</p> <ul style="list-style-type: none"> <li>• To lead the academic success, well-being and future progression of the Sixth Form, including working with other members of the Senior Leadership Team (SLT) and Curriculum Leaders to develop the curriculum in the light of national developments and local needs</li> <li>• To be the point of contact for external agencies in connection with Sixth Form matters (including Post-16 census)</li> <li>• To lead the transition from KS4 to KS5</li> <li>• To oversee the entire recruitment and admissions process for all Year 12 students, including entry requirements</li> <li>• To liaise with satellite Sixth Forms in Trust schools to ensure the admission process is smooth</li> <li>• To develop the cross-trust sixth form satellite provision offer</li> <li>• To oversee and track student progression post Sixth Form, including the oversight and management of the UCAS process, including early entry Oxbridge, musical and drama conservatoires and foreign university admissions</li> <li>• To ensure the Sixth Form is "OFSTED ready" for the Post-16 inspection</li> <li>• To ensure the needs of students in Year 12 and 13 are met, including liaison with SEND department.</li> <li>• To manage the work of the Academic Leaders for Year 12 and 13, identifying underachievement, organise and lead on intervention strategies.</li> <li>• To lead on target setting and formative review of Sixth Form students' achievement</li> </ul>



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	<ul style="list-style-type: none"> <li>• To analyse A-level results and year-on-year performance, leading to actions and improvement priorities for the Sixth form and whole school</li> <li>• To lead on the preparation of reference materials related to post-18 destinations</li> <li>• To develop and lead the Oxbridge programme in the Sixth Form</li> <li>• To have strategic oversight of the advocacy and Excellence Programme in the Sixth Form</li> <li>• To encourage the participation of students in all enrichment activities, community service and the extra-curricular programme</li> <li>• To oversee all pastoral care for all Sixth Form students</li> <li>• To lead the Sixth Form tutor team and academic leaders</li> <li>• To maintain good communication with parents of Sixth Form students</li> <li>• To plan and run key events on the calendar including but not exclusively Year 12 information evening, Year 13 higher education evening, Sixth Form Open Evening, Year 12 and 13 parents' evenings</li> <li>• To plan and develop Sixth Form Icebreaker activities and events</li> <li>• To oversee and develop the Sixth Form prospectus each year</li> <li>• To monitor Sixth Form attendance and punctuality and take action to improve where necessary</li> <li>• To plan and oversee the Sixth Form assembly programme</li> </ul>
<p><b>Line responsibilities</b></p>	<p>The post holder is responsible to the headteacher in all matters.</p> <p>The post holder is also expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the school's vision and values.</p>
<p><b>Main duties</b></p>	
<p><b>Shaping the future:</b></p> <ul style="list-style-type: none"> <li>• support the headteacher and governors in establishing a vision for the future of the school demonstrating inspirational leadership and creativity</li> <li>• play a leading role in the school improvement planning process, taking account of the school's agreed priorities and how these link with national and local initiatives</li> <li>• contribute to the identification of key areas of strength and weakness in the school through data collection and analysis (qualitative and quantitative)</li> <li>• work to a high standard on implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues</li> <li>• promote a culture of teamwork, in which views of all members of the school community are valued and their views and needs taken into account</li> </ul>	



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## **Leading learning and teaching:**

- contribute to target setting including statutory procedures and targets for individuals and groups throughout the school
- maintain a working knowledge of the latest evidence-based practice that promotes effective student learning, and help shape the focus on CPD as a result of the most recent developments
- provide training for staff on improving learning and teaching
- support existing and contribute to new strategies to promote high standards of behaviour
- contribute to the development of a broad and rich curriculum which meets the needs of the range of students in the school
- monitor and evaluate classroom practice
- provide support for colleagues in improving their classroom practice

## **Developing self and managing others:**

- promote and safeguard the safety and welfare of children and young people
- contribute to the school ethos of a happy, caring and excellent school community where pride and the high expectations of students, staff and parents result in the full achievement of individual potential
- support the development of collaborative approaches to learning within the school and beyond
- support the induction of staff new to the school
- lead in personal professional development and performance management and line managed staff and teams
- contribute to the identification of training needs and the delivery of INSET activities
- set high expectations for your own performance and that of others
- engage in relevant professional development activity as necessary
- aspire to headship

## **Managing the organisation:**

- contribute to regular school self-evaluation to ensure that it meets statutory requirements
- develop action plans in specified areas of responsibility, in order to bring about improvements
- contribute to the planning process for the distribution of resources, to ensure that they meet the schools identified priorities
- contribute to regular evaluation of the impact of the use of resources in relation to the quality of students' education and value for money
- contribute to the day-to-day organisation of staff duty teams
- to act as deputy designated safeguarding lead

## **Securing accountability:**

- support the governing body in meeting its responsibility to account for the performance of the school



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- work alongside the headteacher to secure improvement through appraisal, taking responsibility for the review of identified staff
- support staff in understanding their own accountability
- contribute to the reporting of the school's performance to parents, carers, governors and other key partners

## **Strengthening community:**

- contribute to the development of the school within the community, strengthening partnerships with other schools and services
- represent the school on some community groups/boards
- gain a thorough understanding of the nature of the school community
- contribute to policies and practices which promote equality of opportunity and tackle prejudice
- contribute to the development of a curriculum which provides students with opportunities to enhance their learning within the wider community
- promote and model good relationships with parents, which are based on partnerships to support and improve student achievement

## **Teaching:**

The postholder is required to carry out the duties of a school teacher as set out in the Schoolteachers' Pay and Conditions Document and such specific duties which form part of this job description. All staff have a teaching commitment which will involve:

- Planning and recording of lessons
- Maintenance of pupil and class records
- Completion of pupils' subject reports and profiles
- Assessment, monitoring and evaluation in line with the school's policy
- Setting of pupil targets
- Setting and marking or regular homework
- Attendance at department/faculty meetings

## **Health and safety:**

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work.
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation.
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare.
- To assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility



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**Trust:**

- There is an expectation of collaboration and resource sharing with other colleagues across the Trust

**January 2022**