

Job Description

Head of Sixth Form (Assistant Headteacher)

L13-L17

September 2023



The Generic Qualities and Responsibilities of an Assistant Headteacher at Durham Johnston Comprehensive School

An Assistant Headteacher at Durham Johnston Comprehensive School will:

- Be a reflective and well-adjusted individual with a keen sense of self awareness and their own strengths and weaknesses.
- Be a kind, tolerant and considerate individual with a sense of community and a commitment to public service.
- Be driven by a desire to improve society and the lives of students and colleagues.
- Communicate the school's ethos in a compelling manner and support its strategic leadership.
- Establish a culture of open discussion and collective endeavour as a basis for sharing good practice.
- Understand that the main purpose of the school is to educate and teach our students so as to prepare them for life in modern Britain.
- Understand that all members of the school community need to be effectively safeguarded, given opportunities to be successful and to develop their talent.
- Lead by example, holding and articulating clear values and moral purpose, and dedicated to the provision of an excellent education for all pupils and professional development for all colleagues.
- Be an excellent teacher with a track record of success for their students in examined qualifications. They will understand the demands and pressures of the classroom and be an effective and consistently successful practitioner in their subject area.
- Build positive relationships with all members of the school community and ensure that the school is inclusive, kind and tolerant.
- Be system orientated, **extremely** well organised and able to solve problems.
- Support and help structure the day-to-day management of the school, creating systems that support the school's ethos and that are applied consistently and understood by all.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour and support others in doing the same.
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.

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- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources. They will have a keen understanding of 'Value for Money' planning, so that public money is spent wisely and effectively.
- Work with political and financial astuteness, translating policy into the school's unique context.
- They will have a clear understanding of the community that the school operates within and how best to serve all sections of that community and respond to their needs.
- Seek training and continuing professional development to meet their own needs and to demonstrate a commitment to lifelong learning and self-improvement.
- Insist upon high standards for all pupils, instilling a keen sense of personal responsibility and accountability for students and colleagues alike. To challenge poor or inappropriate behaviour when necessary.
- Ensure excellent teaching in the school, including through training and development for staff in terms of research, effective classroom practice, routines and behaviour management.
- Always think about the impact of new initiatives and ideas on the wellbeing of colleagues and students. They will do all that they can to reduce unnecessary workload.
- Identify and nurture the talent of colleagues so that they feel positive about the school and their ability to progress and develop.
- Hold all staff to account for their professional conduct and practice.
- Identify key areas for school improvement and to work systematically to implement new policies and ideas that are understood and supported by colleagues.
- Represent the school positively when working with other schools, external agencies and parents. They will be proud to work at the school, but realistic and honest when identifying areas for improvement.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education. They will believe and hold true that education has the potential to be transformative.

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Specific Responsibilities

The Head of Sixth Form will play a key role in the strategic leadership of Durham Johnston Comprehensive School. Building on the long standing successes at Key Stage 5, the Head of Sixth Form will have the opportunity to develop a strategic plan for the Sixth Form to maintain and further improve provision. We provide high quality teaching to all our students regardless of background. Alongside this we offer exceptional levels of care. The Head of Sixth Form is essential in bringing together this curricular and pastoral support to ensure the best possible outcomes for all of our students.

Academic Excellence

- Provide highly effective leadership of Durham Johnston Sixth Form creating a successful and supportive culture in line with the school ethos.
- Have a thorough grasp of trends in higher and further education and often expert guidance on academic development for teachers, students and parents.
- Ensure a culture of celebrating academic enquiry and curiosity is embedded in the Sixth Form.
- Be responsible for the overall monitoring and tracking of Sixth Form academic progress, ensuring that students are supported in achieving the best outcomes.
- Analyse key performance data throughout the year, liaise with Subject Leads and the Sixth Form team to ensure that effective action and support are implemented.
- Report to Leadership Group as required on the progress of Sixth Form students.
- Lead in the formulation of relevant policies and procedures and contribute to the School Improvement Plan by identifying specific areas for improvement.
- Coordinate with the Examinations Team to ensure the smooth running of all exams and appropriate provision for all students.
- Lead on transition to Key Stage 5, liaising with appropriate staff, to advise students and parents on A Level progression.

Sixth Form Student Welfare and Support

- Be responsible for the overall pastoral care of the Sixth Form.
- Maintain a commitment to safeguarding and to promoting the welfare of Sixth Form students. Act as a Deputy Designated Safeguarding Lead in the school.
- Set the tone and culture of the Sixth Form, such that Sixth Formers continue to be an example to the rest of the school community.

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- Provide professional leadership and guidance to the Sixth Form tutor team in order to secure a positive ethos and high-quality educational experiences.
- Ensure consistency of practice within the Sixth Form tutor team.
- Ensure the monitoring of the performance and emotional well-being of each Sixth Form student and ensure the provision of appropriate levels of support and guidance, liaising with the key pastoral staff, SENCO and external agencies, as required.
- Develop and promote the highest standards in all issues relating to student welfare, support and guidance.
- Ensure a culture of celebrating diversity and promoting equity and inclusivity is embedded across the Sixth Form.
- Promote British values through the curriculum, assemblies, wider opportunities, visits, discussions and literature. Do so in a way that matches the school's ethos.
- Support the development and implementation in Sixth Form of an ambitious PSHCE/SRE/PHE curriculum in conjunction with the Assistant Head Personal Development.
- Provide high quality links and communication between parents of the Sixth Form students and the School.
- Develop, with colleagues where appropriate, a programme of activities for the Sixth Form, such as induction events, assemblies and celebration events.
- In collaboration with relevant colleagues, assign students to tutor groups.
- Chair Sixth Form Student Voice meetings.
- Lead the Sixth Form Parents Information Evenings.
- Attend whole school pastoral meetings to offer a Sixth Form perspective.

University Preparation and Admissions

- Provide overall leadership for the UCAS process, managing relevant staff.
- Ensure that students and parents understand the UCAS process and are kept informed.
- Oversee UCAS applications for students applying to Oxbridge – including Personal Statement support, preparation for admission tests, selection of work for submission and interviews. Liaise with link colleges at Oxford and Cambridge to organise talks and visits.
- Provide professional leadership and guidance to Subject Leads and other key staff in order to ensure students are confidently prepared for university interviews and admissions assessments.
- Have overall responsibility for all UCAS applications and references for all students.

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- Ensure that other post 18 routes are also promoted within the school and students exploring these are offered the same high levels of support.
- Provide support and promotion of both internal and external academic enrichment and supercurricular activities. Engagement with these opportunities should be tracked and monitored.
- Promote university preparation courses and similar opportunities and encourage student participation.
- Lead on A Level and GCSE results days and be available on both days and the subsequent period to ensure effective support and guidance is given to students.
- Lead the Sixth Form team in the recruitment of Sixth Form students, especially through meeting prospective families and interviewing candidates, and helping to organise and deliver Sixth Form open events.
- Lead any promotion of Sixth Form within lower school.

Other Responsibilities

- Attend and present when required at Governors meetings.
- Support the EPQ lead to oversee student Independent Research Projects;
- Develop Sixth Form student leadership; appointing and managing the Head Student team and supporting student voice.
- Carrying out any other reasonable requests, in line with the broad responsibilities of the role

It is expected that the post holder will have a teaching allocation commensurate with the Assistant Head role.

Leadership group responsibilities, including Assistant Headteachers, will be reviewed on an annual basis to ensure alignment of leadership team capacity and capability to changing school priorities and development opportunities. The specific responsibilities listed above are correct as of January 2023.