



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE

Department	Teaching and Learning
Job Title	Associate Principal: Head of Sixth Form
Reports To	Principal
Hours of Work	You are engaged as a teacher and as such shall carry out the professional duties as provided for under the School Teachers' Pay and Conditions Document.
Job Purpose	<p>The post requires you to teach students in the age range 14 – 19yrs.</p> <p>You will be responsible for:</p> <ul style="list-style-type: none">• Taking the lead in all matters pertaining to the Sixth Form, including the day-to-day management of the Sixth Form and the deployment of staff and resources, in response to long and short-term absence.• Lead on 14-19 Curriculum design and vocational offer• In collaboration with Principal be responsible for the strategic development of the post 16 in the school.• Monitoring the quality of education and care offered to the Sixth Form students including oversight of student's achievement, welfare and conduct• Promoting the ethos of the school through participation and implementation of the School Development Plan and contributions in relevant curriculum teams.• Line Management of staff in the Sixth Form

JOB DESCRIPTION

Responsibility

1. To be responsible for 14-19 years curriculum design and development including the vocational offer, in response to students' changing needs.
2. Manage and co-ordinate the delivery of the Sixth Form programme for current and prospective students. This will involve a collaborative approach with other members of the



multidisciplinary team to ensure that students have access to a broad, balanced and relevant curriculum which best prepares them for their future lives.

3. In collaboration with SLT, to be responsible for the strategic development of the Sixth Form including response to local and national changes in special educational needs.
4. To contribute to the monitoring and evaluation of Teaching and Learning throughout the Sixth Form including through monitoring arrangements, student progress meetings, planning evaluations and observations.
5. Develop the self-review of the Sixth Form provision to ensure excellent standards of learning, progress and pastoral care.
6. To contribute to the quality assurance of all documentation in relation to the Sixth Form including student progress reports.
7. To chair and attend annual review meetings and partnership meetings and to ensure actions are implemented as required.
8. To take a lead role in promoting access to educational visits and residential trips for all students within the Sixth Form.
9. Support the Positive Behaviour Support ethos of the school by maintaining effective behaviour for learning through implementation of the School's agreed procedures, the Behaviour policy and school expectations.
10. Be responsible for monitoring and the follow up of Sixth Form attendance and ensuring up-to date and accurate information is provided.
11. Ensure the Sixth Form environment conducive to learning and the maintenance of a safe and orderly environment.
12. Impart specialist knowledge to parents, carers and professionals of Sixth Form applications for students from other schools.
13. Ensure Sixth Form events such as Leavers Evening are planned well in advance and are included in any whole school calendar planning ensuring that these events are run smoothly and effectively.
14. Lead the Sixth Form staff team, allocating the timetable including specific areas of work and associated tasks whilst maintaining a supervisory role within the Post 16 environment.
15. Carry out Performance Management and annual appraisal of the education staff in the Sixth Form team, monitoring their performance over the year and acting on any performance related issues as they arise.
16. Ensure that staff recognise and follow safe practice when working with students in order to maintain their own and students' safety.
17. Contribute to the School Improvement Plan and evaluate the effectiveness of the Sixth Form through contribution to the Sixth Form SEF, which will inform termly actions.
18. To hold budgetary responsibility for the Sixth Form, in collaboration with Principal and School and Finance Operations Manager and to link expenditure with identified priorities.
19. Update relevant policies and implement once agreed with SLT.

Main Tasks

20. To actively monitor initiatives *within* curriculum development in Post 16 at national, regional and local levels.
21. To meet with the Sixth Form team on a regular basis ensuring the provision of agendas and meeting minutes ensuring any action points are implemented.



22. To engage in collaborative working with other schools, colleges and placement providers as appropriate and to communicate and cooperate with external stakeholders.
23. To oversee the writing of Sixth Form reports and provision of information in response to parents' enquiries, ensuring that high standards are maintained.
24. To promote planning in partnership with parents, students and relevant professionals in order to ensure high quality provision of learning experiences, which other providers deliver as part of the Sixth Form provision.
25. Monitor and quality assure Preparation for Adulthood Learning Pathways working closely with the Preparation for Adulthood and Transition Specialist.
26. Ensure cohesion in provision for personalised learning, processing student options for individual learning pathways working with Sixth Form staff, therapists and other members of the school team.
27. Ensure co-ordination, monitoring and quality assurance of Individual Learning Pathways for students Year 12-14 remains current and updated at least half termly.
28. Monitor and ensure meetings between the student, parents, teachers and therapists keep Individual Learning Pathway's current and are reflective of the student's aspirations and needs.
29. Coordinate the organisation of induction for sixth form for both new staff and transitioning students.
30. To ensure the effective promotion of Sixth Form courses at Parents or Open Evenings and other school events.
31. To attend conferences relating to Sixth Form management and development.
32. To be responsible for ensuring the Sixth Form area on the school website is up to date liaising with the website coordinator

Student Progress

33. To liaise with the Assessment Coordinator to ensure student progress is monitored and ensure appropriate arrangements are made for student entry qualifications.
34. To work with the Preparation for Adulthood/Transition specialist and the Assessment Coordinator to develop initial assessment of students on entry to Sixth Form qualifications.
35. To work with the Assessment Coordinator and Sixth Form teaching staff to make use of analysis and evaluate performance data obtained and provided.
36. To liaise with the Assessment Coordinator to ensure that there are effective systems of assessment and target setting and that all students are monitored against base-line assessment with timely and appropriate intervention to raise achievement.

Planning

37. To ensure the maintenance of additional key documents and maintain a high level of confidentiality. These include individual student risk assessments, Sixth Form reports, documenting target discussions with students and anything else that may arise.
38. To lead and manage the assessment of risk in the Sixth Form. This will include ensuring and updating wide-ranging and accurate risk assessments that ensure the safe practice of the Sixth Form.



39. To organise and lead the Year 12 Induction Meeting for parents at the start of the Autumn Term.

Decision Making

40. Implement and manage the annual Sixth Form budget and lead Sixth Form budget planning

41. When to refer matters to the multi-disciplinary team and/or Senior Leadership Team.

42. Which information is to be kept confidential – particularly sensitive students matters. The role requires a high level of confidentiality as documents may include sensitive information about the child or the family. Distribution of information within school, to the partner college and to other outside agencies must be carefully managed to ensure that the strictest confidentiality of information is maintained for the protection of the child and /or the family.

43. To be the first point of contact to manage day to day decisions regarding changes to student timetables, transportation, and staffing needs and the management of student behaviour in groups or socially.

44. To manage longer term timetabling issues such as a change of Sixth Form course or a change in Sixth Form course times. This includes liaising with professionals within school or out of school.

45. When a student's progress should be brought to the attention of the multi-disciplinary team

Main contacts and reason for the contact

- Students – to support, assist and enable them to access provision to their fullest ability.
- Executive Principal, Associate Principal/Head of School and senior managers – to report on actions and recommendations related to area of responsibility. To report any serious concerns after liaising with the multi-disciplinary Team.
- School Operations Manager- Financial planning and budget review of the Sixth Form
- Other staff – to work as part of a team with other members of the multi-disciplinary team, to keep them informed of areas of concern and student's needs, particularly when handing over at the end of the session or day.
- Parents - to be the central point of contact for parents of all current and future students. To deal with all questions, concerns, and feedback.
- External stakeholders - to liaise with all relevant external professionals as and when required to facilitate successful outcomes for students, share information as necessary and plan for the short and long term.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Field Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.



The Post Holder is expected to uphold the Christian ethos of the school

PERSON SPECIFICATION		
Criteria	Essential	Desirable
<u>Qualifications and Training</u>	<ul style="list-style-type: none"> • PGCE, or equivalent • Qualified Teacher Status • Evidence of leadership training and professional development 	<ul style="list-style-type: none"> • Qualification in Middle Management
<u>Knowledge and Experience</u>	<ul style="list-style-type: none"> • Knowledge and experience of the National Curriculum • Experience of successful middle management • Knowledge of current educational management, pastoral, personnel and curricular issues • Working in a SEN setting • Proven record of success in teaching across the age and ability • Proven record of success in leading teaching and learning • Experience of Pastoral procedures and responsibilities • Experience of working as part of a team 	<ul style="list-style-type: none"> • The vision to further lead Teaching and Learning and raising academic standards
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • The ability to action plan, monitor implement and evaluate effectiveness • The ability to lead and motivate staff • The ability to liaise and communicate effectively with stakeholders e.g. students, staff, parents, carers and outside agencies • The ability to share the management of the school, maintain high standards of conduct and support others in creating a positive learning environment • An excellent classroom practitioner who can act as a role model for others • Competent with ICT, including MS Office • Ability to present information in a clear, logical and concise format and be able to communicate this clearly with colleagues, both verbally and in writing • Ability to identify priorities quickly and accurately to ensure that deadlines are met • Ability to work with autonomy within set boundaries • Ability to work under pressure ,prioritise and meet deadlines • Highly effective in organisation and planning 	<ul style="list-style-type: none"> • Ability to analyse and interpret data • Able to advise staff/departments of appropriate and successful intervention strategies
<u>Personal Attributes</u>	<ul style="list-style-type: none"> • Self-motivated and able to work unsupervised • Positive and flexible attitude to work 	



	<ul style="list-style-type: none">• Commitment to continued personal development• Demonstrate positive values, attitudes and behaviour• Support a culture of mutual respect for each other and the environment• Excellent team player• Willing and quick to learn new skills and procedures• Excellent health and attendance record• A commitment to equality and diversity• Good attendance and punctuality record• Professional dress	
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Post Holders Name: _____

Post Holders Signature: _____

Date: _____