

The Beacon – Head of Sixth Form - Job Description



Job Title:	Head of Sixth form
Salary range:	L11-L15
Responsibility to:	Head of School

Main purpose of the role:	<p>Work as a member of the Beacon Senior Leadership Team to achieve the educational vision and aims, by enabling smooth and effective running and by ensuring the highest standards of pupil attainment are achieved and maintained.</p> <p>The role focuses on fundamental areas of school culture, teaching, curriculum and assessment, behaviour, SEN, professional development, organisational management, continuous school improvement, working in partnership, governance and accountability.</p>
Main duties	
Duties and Responsibilities	<ul style="list-style-type: none"> • Act in line with the school's cooperative values at all times • Lead, manage and take forward standards in all respects within their 'zone' of responsibility and across the school • Work within the rules and regulations laid down in the current "School Teachers Pay and Conditions" document. • Take responsibility for own continued professional development, engaging critically with educational research • Undertake any professional duty of the Head of School which may be delegated by the Head Teacher
Ethics, professional conduct and school culture	<ul style="list-style-type: none"> • Uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders • Uphold public trust in school leadership and maintain high standards of ethics and behaviour • Build relationships rooted in mutual respect and at all times observe proper boundaries, appropriate to their professional position • Uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, with tolerance of those with different faiths and beliefs • Create a culture where pupils experience a positive and enriching school life
Teaching and Behaviour	<ul style="list-style-type: none"> • Lead the school's work on specific accreditations and Quality marks such as Achievement for All • Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn • Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains • Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils • Ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate • Ensure the school fulfils its statutory duties with regard to the SEND code of practice
Organisational management	<ul style="list-style-type: none"> • Operate as lead on outcomes and progress across the whole school, enhancing systems and processes that monitor these areas, narrowing any gaps and celebrating excellent outcomes/progress • Lead on work related learning • Establish community integration that showcases the ability and talents of our young people in the most meaningful ways.

	<ul style="list-style-type: none"> • Act as a lead on safeguarding – DSL with responsibilities for the zone. Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care • Ensure high levels of pupil attendance • Lead on supporting transitions for pupils moving on from Sixth Form, tracking, supporting and monitoring their progress and successes. • Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds • Ensure staff are deployed and managed appropriately, with due attention paid to workload • Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently • Ensure rigorous approaches to identifying, managing and mitigating risk
Curriculum and assessment	<ul style="list-style-type: none"> • Lead the school's work on all aspects of the school's provision for sixth form • Ensure that there are a broad range of appropriate accredited outcomes for sixth form students • Oversee the school's examinations processes • Oversee the development of effective ARR Systems, incorporating the principles of assessment for learning to maximise the impact of assessment and feedback • Ensure effective pupil target setting systems impact on individual progress • Lead the development of a vocational curriculum that focuses all aspects of our work on preparation for life • Develop and manage a range of personalised programmes to maximise pupil progress and attainment for sixth form pupils.
Professional development and Continuous school improvement	<ul style="list-style-type: none"> • Ensure all staff within the zone fully engage with the talent management framework and access high quality professional development • Ensure staff have access to high-quality, sustained, professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs • Development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development • Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
Working in partnership and Governance and accountability	<ul style="list-style-type: none"> • Ensure that there are robust internal and external processes of moderation alongside local mainstream and county wide special school partners. • Ensure pupils voice is encouraged to impact throughout the school • Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community • Understand and welcome the role of effective governance, upholding the obligation to accept accountability and responsibility • Establish and sustain the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community

The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

The Beacon – Head of Sixth Form – Person Specification



Job Title:	Head of Sixth form
Salary range:	L11-L15
Responsibility to:	Head of School

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Qualified teacher with QTS • Teaching pupils and/or leading in a Special Educational Needs setting • Experience of leading initiatives/ projects / departments within a school • Evidence of relevant and on-going professional development 	<ul style="list-style-type: none"> • NPQSL • Engagement with pedagogical and/or leadership masters level study • NPQML or equivalent leadership qualification.
Experience	<ul style="list-style-type: none"> • Experience of building and communicating a coherent, compelling vision • Evidence of building and nurturing a positive team culture that enables all staff to carry out their respective roles to the highest standard • Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning • Track record of leading and bringing about effective School improvement in a coaching culture 	<ul style="list-style-type: none"> • Experience of leading in a school adopting a Foundation Cooperative Trust. • Experience of fostering an open, and equitable professional development culture • Experience of running whole school performance management processes in a self-reflective culture. • Experience of securing staff engagement and commitment to the school's vision and values
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents • The ability to deal effectively with difficult conversations and conflict at every level • A clear understanding of what makes excellence in teaching 	<ul style="list-style-type: none"> • Evidence of successfully implementing, managing and evaluating change in a collaborative and sensitive way • The ability to develop a collaborative culture where collective excellence is everyone's responsibility
Values and Qualities (All Essential)	<ul style="list-style-type: none"> • Strong commitment to the cooperative values of the school and their implications for leadership • Belief in the role of the school as a vital part of the local learning community • A commitment to ensuring inclusion, diversity and access to education for all. • Inspires confidence and trust. • Is approachable, shows integrity and care for others • Leadership style that empowers others and creates leadership opportunities 	