

Job Title: Sixth Form Strategic Lead

Grade: MPS or UPS + TLR 2d (£8,279)



Responsible to: Headteacher

Date April 2025

Main purpose

The post holder is required to carry out the duties of a Strategic Lead for the Sixth form pathway, in accordance with the provisions of the current School Teachers Pay and Conditions Document and within the range of teachers duties set out in that document. This job description will be reviewed annually in response to School Improvement Priorities.

Strategic lead for sixth form will include three days of management time and PPA with two days of class-based teaching. Key areas of responsibility for a Strategic lead are listed.

Key Area 1 - Leading Development

• Strategic Leads will do this by

- Providing the expertise needed to lead the development of your 'Pathway' and an understanding of whole school initiatives and contributing towards these. This includes:
- Keeping up to date with specialist knowledge / developments i.e. research / courses at a local and national level
- Lead and share the strategic vision effectively, alongside the pathway lead. To take ownership of the objectives and main goals for the pathway and develop and adapt when required.
- Be responsible for writing, implementing and evaluating a costed pathway development plan in collaboration with the pathway lead and teaching staff. To deliver the plan, monitor and update 3 times a year.
- Ensure a clearly sequenced curriculum that identifies the knowledge and skills that pupils should learn and how this builds over time across the pathway.
- Having 'Pupil Progress' meetings every 'big' term with teachers in the pathway.
- Lead the development of pathway class groupings and transitions for pupils within the pathway. Work cooperatively with other strategic leads to ensure pupils are accommodated and have their needs met within the appropriate pathway.
- Be accountable to the Headteacher and Governing body by providing updates on impact of curriculum to be included in the Headteacher reports to governors
- Liaison and support with the relevant pathway governor (including sharing of information, newsletters, governor presentations and an invitation for them to attend / have a role within the pathway review).
- Lead on PBS, safeguarding and attendance within the pathway
- Encourage and lead parental engagement within the pathway, including an annual coffee morning (e.g. in Term 6).
- Supporting teachers and pupils with their needs across the pathway (e.g. day to day pastoral advice).
- To plan and implement an annual internal pathway review.
- Hold regular meetings with Pathway lead and TLR holders in the pathway to review progress of curriculum developments.
- To participate in the internal review of another pathway.
- To accommodate existing teachers and ITT students professional development through discussions and observations, whereby some may focus on your pathway.
- To read end of year reports and provide an individualised comment for parents.

Support And Guidance to Help You With This

- Clear and cohesive communication which allows for consistent approaches and expectations across the pathway.
- Access to information concerning CPD opportunities and join any relevant communities or bodies which may allow for this.
- Attendance of the leadership forum on rotation and other KSent working groups.
- A regular programme of coaching and/or supervision for their roles (termly).
- Host pupil progress meetings every 'big' term

Key Area 2 - Teaching And Learning

Strategic leads will do this by

- Demonstrating exemplary practice when leading teaching and learning across all pathways if required.
- Establishing and maintaining a Pathway Lead folder containing all agreed key information related to your role to enable access for SLT / Ofsted.
- Support teachers in planning and delivering good quality teaching and learning experiences
- Support TLR holders in the design and implementation of the curriculum.
- Alongside the pathway lead, develop a programme of monitoring that ensures the consistency of effective teaching and learning. (including learning walk, observations, moderation and work scrutiny).
- Co-ordinate and report on monitoring activities within the pathway every big term.
- To ensure that teachers are teaching reading across the curriculum, using the most appropriate approaches to develop reading skills.
- Carrying out learning walks / lesson observations in your pathway and providing feedback to staff – 'double up' on these, where required, to avoid clashes/ excessive monitoring in class
- Using Perspectives to store evidence of these activities
- To use the above practices to help identify effective practice and areas for improvement.
- Support all staff to be aware of the required knowledge, skills and understanding to be taught across the pathway.
- Support teachers with assessment tools (BSquared, Evisense, EHC target tracker)
- Meet with Pathway Lead to discuss assessment information
- Introduce and promote interventions and initiatives that support all pupils in making good progress.
- Through research and collaboration with teachers, TLR holders and Pathway Lead,, identify a group of pupils/ specific pupils whose presenting needs do not clearly lead them to a clear choice of curriculum.
- Work with colleagues to create a personalised pro-forma which meets their needs more effectively, drawing elements of more than one curriculum that can be amalgamated.
- Maintain contact with Pathway Leads and TLR holders and hold accountable for undertaking duties outlined. This to be carried out through liaison with teachers, , as well as monitoring of TLR folders.
- To be responsible for the management of pathway information on the website.
- To ensure that the folders within the Pathway TEAMS is up-to-date and relevant

Support And Guidance to Help You With This

- Up-to-date CPD about the tools and systems we use so as to be able to support our teams.
- A consistent monitoring plan across the different pathways
- Development of a clear monitoring timetable and strategic lead termly "to do list" to allow a consistent approach.

Key Area 3 - Leading And Managing Staff

Strategic leads will do this by

- Supporting the pathway pastorally (e.g. staff attendance, risk assessments, return to work interviews and well-being) alongside the HR.
- Support individual teachers to have the most effective teams, through observations and individual meetings
- Performance manage middle leaders, teachers or HL/TA staff, identifying skills and knowledge to be utilised.
- Lead on probation and induction for staff in the pathway.
- Holding all staff to account for their conduct and performance.
- Lead and develop training opportunity for the pathway and support staff CPD.
- To oversee staff in the pathway and ensure professional conduct and practice is embedded.
- To be a part of the response team for pinpoint
- To chair EHCP annual review meetings within pathway

Support And Guidance To Help You With This

- Providing emotional support and availability to the team including signposting to the well-being team, when peer support is required – including the strategic lead having supervision and / or coaching, as required.
- Youth and adults mental health First Aid and Solihull supervision training to help support the staff within our teams.
- PROACT Instructor training

Key Area 4 - Efficient and Effective Deployment of Staff And Resources

Strategic leads will do this by

Strategic leads

- Support teachers and middle leaders with the effective deployment of staff
- Manage the pathway budget, directly with Office Manager – with a more consistent flow of information.
- Use individual skills beneficially across the pathway
- Lead on CPD development for the pathway
- Ensuring a maintenance programme of resources and specialist areas available to the pupils of the pathway
- Fundraising and planning for new curriculum areas and resources.
- Liaison with other members of the wider Extended Leadership Team.
- Review the effectiveness of the equipment and resources.
- To liaise with the Operational Lead and support in the deployment of staff across the school

Support And Guidance to Help You With This

- Clear and consistent communication – a shared view of the “bigger picture” to support and understand the whole school community.
- A termly update of the outstanding pathway budget sent from the Business manager.

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Schools business at all times.
5. Act as an ambassador for the School within the local community and beyond, ensuring that the ethos and values of the School are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership which fall within the scope of the post.

SAFEGUARDING AND SAFER RECRUITMENT

St Nicholas school is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder under the guidance of the Designated Safeguarding Lead (DSL), will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the School's Safeguarding policies.