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**JOB DESCRIPTION**

**Job Title:** Post 16 leader of learning

**Report to:** Deputy Head

**Grade:** MPS / UPS + SEN and TLR2b

**Purpose of the Job:**

* To carry out general and specific duties as set out in the National School Teacher’s Pay and Conditions Document.
* To develop the Nexus Sixth form provision.
* To provide co-ordinated management for Nexus School teaching staff.
* To collaborate with the Headteacher, Deputy Headteachers and School Business Manager.

**General**

The duties recorded here are to be undertaken in accordance with the provision of the current School Teachers’ Pay and Conditions Document.

**1. Key Tasks**

To be agreed but could include:

1. Strategic development of the Sixth Form within Nexus School.
2. To deliver high quality Teaching, Learning and Assessment to ensure best outcomes for all students
3. To ensure students have access to appropriate pathways for the next stage of their education and adult life
4. To secure students Personal Development, Behaviour and Wellbeing
5. To provide clear and decisive management and direction through effective line management of teams
6. Parental and Community Partnerships to extend employment opportunities
7. To ensure EHCP outcomes are an integral part of the delivery across the curriculum to Sixth Form.
8. To develop transition planning processes.
9. To extend the range of opportunities for work based learning and work experience.

**Main Professional Duties**

1. **Strategic Direction and Development of the School and Sixth Form**

To work with the Leadership Team to develop a strategic plan for the school and Sixth Form. To analyse and plan for their future needs and further development within the local, national and international context.

* 1. To be strategic and rigorous in delivery of working together with the Headteacher, Deputy Heads, Governing Body and Leadership Team to meet the highest standards and ensure the best student outcomes, setting challenging goals, continuously improving and adapting to changing circumstances.
  2. To lead and manage the development, maintenance, monitoring and review of the Nexus School Sixth Form provision. This will include close scrutiny of the provision of services to students, auditing individual needs, collaboration with other settings and negotiating with other authorities and institutions, managing the day to day operations, keeping detailed records and ensuring effectiveness and value for money.
  3. To be proactive in recognising, developing, promoting and delivering high quality demand-led new opportunities for the school to support the strategic plan and school brand.
  4. Lead by example, provide inspiration and motivation, and embody for the students, staff, governors, parents and carers, the vision, purpose and leadership of the school and Sixth Form.
  5. To take a leading role in School Improvement and the School Self Review process with particular reference to Sixth Form.

2.5 Support, create and promote the ethos of the school.

**3. Teaching and Learning**

3.1 To work with the Headteacher and Deputy Heads to secure and sustain effective teaching and learning throughout the school, assist in monitoring and evaluating the quality of teaching and standards of students’ achievement, and use benchmarks to set targets for improvement.

* 1. To lead and manage the development, maintenance, monitoring and review of Ifield Sixth Form students. This will include close scrutiny and development of opportunities for Nexus students, and the provision of professional development opportunities.
  2. To lead a vibrant, dynamic and responsive learning area that inspires success in its students and staff, delivers outstanding performance, and is highly regarded and sought after by partners, employers and the wider community.
  3. To initiate and take part in cross-learning area initiatives for curriculum design and delivery to meet the demands of the market.

3.3 Provide a professional role model, clearly demonstrating effective teaching, good organisation, high standards of achievement and a consistent approach to behaviour management.

3.4 To support Teaching and Learning the equivalent of *60%* timetable (Three days) and to assist with the securing and sustaining of effective teaching and learning throughout the school, to assist with the monitoring and evaluation of the quality of teaching and standards of students’ achievement and to assist with the use of benchmarks to set targets for improvement.

3.5 Ensure that effective, appropriate pastoral support is available to students.

3.6 To be involved in whole school target setting through monitoring and evaluation reporting on the standards achieved with particular emphasis on inclusion placement.

**4. Leading and Managing Staff**

Take responsibility for specific aspects of the leadership, motivation, support, challenge and development of staff in order to secure improvement.

4.1 To be strong and unified, with the whole team founded on clarity of purpose, embracing full accountability for achievement, and a ‘can do’, innovative culture that distributes responsibility boldly and celebrates and rewards success.

4.2 To motivate and maximise the contribution and confidence of all team members to continuously improve performance and ignite the enthusiasm and ambition of students to learn and achieve to their full ability.

4.3 To lead and manage a team of colleagues in developing strategies to put agreed policy into practice.

4.4 To work collaboratively with other adults and colleagues including Teaching Assistants and Job Coaches.

4.5 Plan and deliver INSET informed by the Performance Management process and the School Plan.

**5. Efficient Deployment of Staff and Resources**

Work with the Leadership Team to effectively meet specific objectives in line with the school’s strategic plan and financial context.

* 1. Work with governors and senior colleagues to recruit staff of the highest quality.
  2. Work with Extended School Leadership Team (ELT) to deploy and develop all staff effectively in order to improve the quality of education provided.
  3. Assist in the setting of appropriate priorities for expenditure and allocation of funds ensuring effective administration and control.

5.4 Assist in the effective and efficient management and organisation of accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.

5.5 Assist in the management, monitoring and review of all available resources, improving the quality of education, students’ achievements, ensuring efficiency and value for money.

**6. Parents and Community**

Assistance with the maintenance of effective partnership with parents and carers to support and improve students’ achievement and personal development.

6.1 To assist the Assistant Heads in providing systems for advice and support to parents about their child’s development

6.2 To lead and develop work with the local community to ensure that learning experiences for students are linked into the wider community.

* 1. To be engaging and collaborative, building effective relationships with

colleagues, students, parents, other professions and the community.

* 1. To embed the values of Nexus School.
  2. To contribute to the economic growth and social well-being of local, regional and national communities through the provision of skills and education for individuals, employers and the wider community within the scope of the learning area.

**7. Accountability**

Assist the Headteacher and Deputy Headteachers in accounting for the efficiency and effectiveness of the school to the governors, students, parents and carers, staff, local employers and the local community.

7.1 Provide information and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, efficiency and value for money.

* 1. Support staff in developing an organisation in which they acknowledge their accountability for the success of the school.

7.3 Assist in presenting a coherent and accurate account of the school’s performance in forms appropriate to a range of audiences, including governors, the LA, local community, Ofsted and others, to enable them to play their part effectively.

* 1. Assist in ensuring that the parents and students are well informed about the curriculum, attainment and progress, and about the contribution they can make to achieving the school’s targets for improvement