

Job Description

Assistant Principal: Director of Sixth Form

Reporting to:	Principal
Location:	Wandsworth
Contract:	1 year maternity leave
Working Pattern:	Full time
Salary:	Leadership Scale 7-11 - £57,846.00- £62,983.00

The Role

As the Director of Sixth Form, you will provide leadership for the Sixth Form, ensuring the academy's vision and values are experienced by all students and the sixth form team every day. .

You will promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment. We are a courageous, compassionate community – empowering excellence.

Key Responsibilities

Leadership

- Implement the Sixth form Academy Development Plan for 2022-23 and set and implement a vision for the strategic direction of the Sixth Form for 2023-24.
- Lead, support and develop the Sixth Form team in collaboration with other members of the school's Senior Leadership Team.
- Line manage the Sixth Form team, including Heads of Year and our Career and Development Lead
- Analyse four weekly data assessment for y12 and y13, adapting support for students in line with the student support programme.
- Complete and implement change based on achievement review after each mock season
- Manage departmental budget and resources effectively and efficiently
- Lead the department on Self Evaluation Form, Development Plan and Ofsted readiness
- Develop a positive and effective culture and ethos, leading to outstanding attitudes for learning and personal study, both in the academy and at home
- Develop strong partnerships and ensure regular communication with parents and carers
- Manage the Sixth Form admissions process, including marketing the Sixth Form effectively, Sixth Form Open Events, student interviews, offers and enrolment.
- Edit and publish the Sixth Form Prospectus and Student Handbook.
- Oversee head of year leadership of Civitas and pastoral provision
- Be responsible for safeguarding at KS5
- Manage the examination, assessment and reporting process across the year for y12 and y13

University and Career Success

- Oversight for implementation of university and career success, including providing university advice, careers guidance and raising student aspirations
- Build and manage partnerships with leading employers and external organisations to ensure students have access to mentoring and work readiness schemes, work experience and apprenticeships
- Design and deliver a Sixth Form enrichment programme
- Ensure the UCAS system is effectively led and managed across the Sixth Form

- Ensure accurate records of destination data are kept and report and act on key findings
- Lead parent information evenings and communications around the process

Teaching & Learning

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the agreed curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community
- Ensure KS5 data is tracked, understood and developed in all subject areas of KS5, identifying strengths and areas for improvement across teaching teams.

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Head of Sixth Form

Qualification Criteria

- Qualified to teach and work in the UK
- Degree in a facilitating subject or related subject

Knowledge, Skills and Experience

- A strong track record of teaching in KS5 understanding of post-18 progression options
- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Experience of interpreting complex student data to drive lesson planning and student progress
- A proven track record of providing excellent pastoral support as a form tutor
- Excellent understanding of both subject and general teaching pedagogy
- Be or demonstrate the potential to become an outstanding teacher
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum, particular in KS5

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.