

## Job Description: Head of Sixth Form

**Reports to:** The Principal

**Start date:** September 2023

### The Role

The Head of Sixth Form will work closely with the principal and senior team to embed Ark Pioneer's vision and build an outstanding Sixth Form from scratch. You will play an important role in the overall leadership and management of the academy and should be prepared to lead on and embed our six pillars:

- **High aspirations** including enrichment, careers & destinations
- **Rigorous academic curriculum** including timetabling, assessment & data
- **Excellent teaching** and collaborative planning
- **Self-discipline** including our pastoral care systems and safeguarding
- **Instilling values** and our Values & Character programme
- **Quality training** including ECT mentoring, coaching and weekly teacher and leadership training

The specific responsibilities of each assistant principal will be agreed annually and will be subject to change as the school grows. Each member of the senior team will have the opportunity to gain experience in more than one aspect of school leadership in preparation for headship.

### Key responsibilities

- Embed Ark Pioneer's vision in all Sixth Form provision and ensure it feeds into the annual school evaluation and development plan
- Instil an ethos and culture of high expectations in every aspect of Sixth Form life
- Safeguard all pupils, and promote and maintain the safety and wellbeing of pupils and staff at all times
- Build effective external relationships, including with parents, the wider community and other stakeholders
- Support practices that improve provision across the Ark network

### Outcomes and activities

#### Vision & Leadership

- Communicate the academy vision effectively to pupils, staff and wider stakeholders
- Contribute to the establishment, implementation and review of whole school systems and policies
- Feed into the codification of the academy's provision to embed high quality practice in all areas
- Demonstrate a commitment to equality of opportunity for all members of the academy's community
- Build and maintain strong working relationships with the community, agencies, and stakeholders, including parents and the Governing Body
- In the absence of the principal and vice principals, undertake the professional duties of the principal as reasonably delegated

#### Management & Training

- Line manage middle leaders and/or operational leaders, and oversee their development
- Ensure culture and ethos of the school, along with the pillars, inform all practice in line-managed departments
- Develop all staff in line-managed departments as educational leaders and ensure all post-holders are systematically trained to complete their roles to an exceptionally high standard

- Deliver high quality training as part of the annual staff induction and CPD programme
- Coach and/or mentor staff as required

### **Culture and ethos**

- Contribute to the development of clear systems to establish and maintain a positive and disciplined climate for learning in classrooms and around the school
- Complete duties around the school, modelling best practice for all staff
- Promote a culture of safety and wellbeing across the school, where all practice is fully compliant with our safeguarding policy and issues are dealt with in a timely fashion

### **Teaching**

- Model outstanding teaching practice in terms of planning and preparation, teaching, marking and assessment
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level

### **Development of the Ark Network**

- Share codification and innovation work with others in the network to develop great practice
- Value and support practices driving continued progress across the network of Ark schools

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake any other responsibilities as directed by the principal

## **Person Specification: Head of Sixth Form**

### **Qualification Criteria**

- Strong A Levels or equivalent
- Qualified to degree level and above
- Qualified to teach and work in the UK

### **Experience**

- Experience of Sixth Form teaching and successful pupil progress and attainment
- Experience of UCAS and university application process
- Strong track record of line management and leadership to develop teachers or support staff and embed school improvement
- Experience of having led, or significantly contributed to, the success of a whole school initiative

### **Behaviours**

#### **Leadership**

- Able to work in close harmony with the Principal and senior team
- Management style that encourages participation, innovation and confidence
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the academy through day-to-day challenges
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all pupils.

#### **Vision and strategy**

- Vision aligned with Ark Pioneer's high aspirations and high expectations of self and others
- Understands strategies to establish consistently high standards of behaviour in an inner city school and commitment to relentlessly instilling these strategies
- Excellent organisational skills
- Competent in the use of data to inform and diagnose weaknesses

#### **Teaching**

- Understands what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards.

#### **Leading External Relationships**

- Can develop and maintain effective working relationships with parents and the wider community
- Ability to work collaboratively with partner stakeholders, agencies and peers in the Ark network

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Criminal Records Bureau disclosure.