**Job Description:**

**Director of Sixth Form**

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| **Post Details** |  |
| **School/setting:** | Twynham School and The Grange School (‘Twynham TGS’) |
| **Post type:** | Leadership Staff |
| **Grade/Pay Level:** | Leadership L12 – L16 |
| **Responsible to:** | Head of School |

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| **Main Purpose** |
| * To lead and inspire excellence across our schools and specifically for Post 16 provision. * To play a pivotal role in working with the Senior Leadership Team to establish and implement the strategic vision for all students throughout the schools. * To take strategic responsibility for the efficiency and effectiveness of the Post 16 provision at Twynham School by being ultimately accountable and responsible for the curriculum offer, academic progress and pastoral care of Sixth Form students and, fostering an ethos of high expectations, hard work and independence in learning. * To lead the cultural development of the Sixth Form ensuring the organisation has a unique identity and place within the community with a strong reputation for excellence. * To ensure that students leave Twynham Sixth Form thoroughly prepared for the next stage of their education, employment or training and to play a positive role in society. * To ensure the financial viability of the Post 16 provision by taking responsibility for the marketing of the Sixth Form and the recruitment of students and the management of staffing and other costs to deliver a balanced budget. |

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| **Duties and Responsibilities** |
| Sixth Form Specific   * To be responsible for the design, development, implementation and communication of an ambitious vision of excellence for Post 16 education across Christchurch that meets the needs of young people and the wider community. * Design and deliver an effective strategic growth plan, including curriculum breadth and content, marketing and student recruitment. * Operational responsibility for the Sixth Form Open Evening, Open Mornings and internal and external interview process. * Ensure representation of Twynham Sixth Form at all external Post 16 events and careers evenings. * Take responsibility for delivering a balanced budget for the Sixth Form, ensuring income and cost expectations are robustly planned and actual performance is monitored on a monthly basis. * Oversight of the pastoral care and welfare of Sixth Form students providing leadership and support to the Heads of Year. * Drive the academic progress of Sixth Form students and work closely with the Head of School, Heads of Year and Curriculum Team Leaders to ensure strong progress is made. * To ensure an exciting and varied programme of enrichment and extra-curricular opportunities are in place for all Sixth Form students. * To design and ensure effective implementation of the Academic Enrichment curriculum. * To work closely with the Head of School, Deputy Head of School: Quality of Education and other senior leaders to agree the curriculum plan and any curriculum changes. * To ensure the agreed programmes of study are compliant with DfE Post 16 Funding guidance. * To ensure a highly successful UCAS programme enables all students you wish to apply to higher education are supported. * Responsible for the success of the Twynham TGS Alumni and ensure it further support students. * Gather feedback on a regular basis from the student body and wider community to inform strategic planning.   Strategic Direction and Development   * Significant contribution to the development of the vision for the schools, which is clearly articulated, shared and acted on by all. * Providing strategic direction for the schools, including our vision and values, through the identification of our key priorities. * Contribution to the whole school SEF and Excellence Plan, developing and implementing strategic plans bringing about rapid and sustainable improvements in identified areas to be agreed with the EHT. * Responsible for the Careers Education, Information and Guidance strategy (including oversight of Year 10 and Year 12 Work Experience). * Work alongside the ELT of TL MAT to develop and implement Trust-wide strategic plans bringing about effective improvement across the MAT as determined by the CEO. * Inspiring children, staff, LAB Members and all those involved with the schools and the community they serve. * To provide motivational and inspirational leadership at all levels of the organisation. * To lead the schools in achieving excellence with a focus on continuous improvement and raising standards. * To act as an advocate and public face for the schools, using mature leadership skills to influence others by raising the profile and promoting the schools’ core purpose and values.   Operational Leadership & Management   * Leadership and responsibility for agreed aspects of school life and improvement as determined by the Head of School. * Line management responsibility for the performance of leaders as determined by the Head of School and EHT, including but not limited to key subject areas. * Shared responsibility for the daily smooth operational running of the school including a commitment to duties and supervision of after school activities as agreed. * Provide regular written and in-person reports to the LAB, CEO and Trustees detailing analysis of relevant data welcoming robust internal support and challenge. * To teach a reduced timetable as agreed with the Head of School and the EHT. * Take responsibility for their own professional development, CPD and wider reading as expected of the postholder in addition to maintaining a sharp focus and awareness of current educational thinking and policy. * Inspiring children, staff, LAB Members and all those involved with the schools and the community they serve. * To provide motivational and inspirational leadership at all levels of the organisation. * To lead the schools in achieving excellence with a focus on continuous improvement and raising standards. * To act as an advocate and public face for the schools, using mature leadership skills to influence others by raising the profile and promoting the schools’ core purpose and values.   People Leadership & Management   * Management of whole-school events in the Sixth Form and any other ‘outward-facing’ events as directed by the Head of School or EHT. * To work with the Director of Safeguarding, Culture & Inclusion to ensure the effective implementation of the prefect system, school council and other aspects of student leadership.   Trust-wider Collaboration   * Ensure a consistent and coherent approach to safeguarding is developed across the Trust. * Work closely with colleagues at both TS and TGS to ensure standards and approaches are aligned. * Under the direction of the EHT to lead on aspects of joint-working between the two schools. |

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| **Safeguarding Duties and Responsibilities** |
| * Be committed to promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. * Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns. * Remain vigilant to ensure all students are protected from potential harm. * The post-holder will be required to support the Operations Manager to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to. * Ensure that all students make optimal progress even where there are barriers to learning, through excellent systems and provision for all. * Working alongside other senior leaders to effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment and promote improvement strategies. * Create a culture where students experience from a positive and enriching school life. Uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life. * Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment. * Ensure a culture of high staff professionalism. |

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| **Other Duties** |
| * Play a full part in the life of the trust community, to support its vision, mission and ethos and to encourage and ensure staff and students to follow this example. * To play a full and fundamental part of the senior leadership team of TS and TGS, operationally completing duties, on-call support, learning walks and other daily responsibilities required as a member of the senior leadership team. * To take LT responsibility for the delivery of a variety of “front-facing” events and activities including parents’ evenings, sixth form events, marketing events as appropriate and agreed with the EHT. * The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties. * Be aware of and support difference to help ensure that everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. * Attend and participate in meetings as required. * To support the work of Two Rivers Institute (TRI) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder. * Undertake any other duty as specified by STPCD not mentioned in the above.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| **Essential:**   * A good Honours degree * Qualified Teacher Status and evidence of completion of statutory induction * Evidence of continuing professional development relevant to the post (Safer recruitment certified (or a commitment to be) and Level 3 safeguarding training (or a commitment to be) * Significant successful experience as a middle leader responsible for either subject-level or cohort-level outcomes * Proven track record of raising achievement & securing high achievement of students * A track-record of exceptional classroom teaching at A Level, with an acute understanding of effective pedagogy and * Understanding and knowledge of child protection and safeguarding issues, processes and procedures where concerns have been identified * A record of sharing good practice with others * Strong understanding of Key Stage 4 accountability measures * Experience of undertaking performance management reviews with colleagues and supporting their professional development * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals * A team player who is comfortable in both providing and responding to professional challenge * An ability to inspire and relate well to the whole community * Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach. * A sense of humour   **Desirable:**   * NPQSL or NPQML * Senior leadership experience in an 11-18 setting * Experience of responsibility within a school-based Sixth Form setting * Experience of dealing effectively with the under-performance of teachers * Evidence of further leadership development * Experience of working across a range of school environments * Experience of involvement in successful Ofsted inspections * Ability to travel independently between locations during the working day, as required |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| EHT = Executive Headteacher  MAT = Multi-Academy Trust  CEO = Chief Executive Officer  TS = Twynham School  TGS = The Grange School  PGCE = Post Graduate Certificate in Education  SLT = Senior Leadership Team  UCAS = University and Colleges Admissions Service  LAB = Local Advisory Board  COSHH = Control of Substances Hazardous to Health  LT = Leadership Team  TRI = Two Rivers Institute | TL = Twynham Learning  ELT = Executive Leadership Team  CPD = Continuing Professional Development  SEND = Special Educational Needs & Disabilities  NPQH = National Professional Qualification in Headship  DSL = Designated Safeguarding Lead  DfE = Department for Education  SEF = Self Evaluation Framework  STPCD = School Teachers Pay & Conditions Document  NPQSL = National Professional Qualification in Senior Leadership  NPQML = National Professional Qualification in Middle Leadership |