



## **Job Title: Assistant Head / Director of JMF6 Abingdon**

**Salary: L13-L17**

**Responsible to: Heads of School at John Mason and Fitzharrys Schools**

### **Job purpose:**

- To extend the leadership of the Heads of each school
- To raise standards of achievement, attendance and conduct in the sixth form across both school sites, in accordance with school policies
- To develop an effective, consistent and inspiring ethos in the sixth form that promotes student leadership, equality, aspiration, high standards and commitment to the school community
- To ensure that all students receive appropriate high quality advice, support and guidance to meet their needs and aspirations
- To plan, deliver, monitor and evaluate an effective and inspiring personal development curriculum
- To lead and oversee post-16 curriculum.

### **Responsibilities:**

#### **Leadership and Management**

- Lead by example, modelling a positive, academic ethos, a growth mindset and high standards of professional behaviour.
- Lead the strategic direction of the sixth form for Abingdon Learning Trust, identifying school priorities through data analysis and writing and updating the SEF and development and action plans
- Meet regularly with middle and senior leaders both within the schools and in other partner schools and the college, to raise achievement, support curriculum planning and meet the aims and development priorities of JMF6 Abingdon
- Plan, review and implement the delivery of an engaging and appropriate tutorial programme that meets the needs of all learners
- Plan and lead tutor meetings; ensure that minutes are kept and actions followed up
- Monitor and ensure the consistent application of whole school practices and systems within the sixth form and challenge underperformance
- Lead and support the professional development of all tutors within the sixth form team, including induction of new tutors
- Line manage the sixth form student manager and deputies
- Manage the budget effectively, ensuring that expenditure is linked to raising achievement and strategic priorities
- Ensure an inspiring and safe learning environment
- Oversee the work of the Deputy Directors of JMF6 (one on each site), to ensure that there is an appropriate enrichment programme that meets the needs of all learners, supports the school's values and SMSC, including Duke of Edinburgh Gold Award
- Ensure the preparation of up-to-date and appropriate communication, marketing and publicity material



- Ensure adherence to the school policy regarding relevant health and safety regulations.

## **Teaching and Learning**

- Liaise with teaching staff and Directors to support students' academic progress, behaviour for learning and independent study
- Identify best practice, including agreed strategies, and ensure that approaches we have adopted are embedded in teaching, learning and assessment across all sixth form lessons on both sites
- Oversee the planning and delivery of EPQ
- Work with the curriculum leads at each school to lead and quality assure the KS5 curriculum.

## **Personal Development, Behaviour and Welfare**

- Lead on the development and delivery of a careers information and IAG, so that all students are provided with relevant information and skills, including opportunities and progression within and beyond school
- Promote the sixth form to Year 11 students at both schools; interview prospective sixth form students, and organise and lead their induction programme
- Lead on the development and delivery of a study skills programme
- QA all tutor references for UCAS or other application processes and train tutors in writing references as required
- Ensure effective communications with parents and carers, and make appointments with parents when necessary to discuss progress, attendance, well-being or behaviour
- Celebrate students' achievements and ensure that there is a culture of recognition
- Monitor attendance and attitudes to learning; put appropriate intervention or sanctions in place as needed and monitor the impact of these
- Ensure effective learning and social facilities for the sixth form, maintaining a positive and attractive environment, including noticeboards and information systems
- Take steps to ensure that all students are safe from bullying and harassment, and that they know how to report and deal with bullying
- Liaise with outside agencies (e.g. CAMHS, social services) and refer students as appropriate to the DSL and other services
- Develop problem solving, teamwork and citizenship skills in our students, ensuring effective democratic action and leadership
- Ensure that there is an effective programme of opportunities for students to extend their learning, and to recognise their place in the world and their responsibility to others, e.g. through trips, visits, charity and social events and extra-curricular activities and competitions
- Lead the senior student leadership team.



## Outcomes

- Evaluate and track student progress, successes, behaviour and attendance through the use of assessment and regular analysis of data
- Meet with Directors of Faculty after every progress check to discuss students who are at risk of underachieving, and identify and monitor the impact of raising achievement strategies and interventions
- Ensure that tutors track students' progress towards their targets and engage students in discussion about their progress and next steps
- Report on students' attainment and achievement to SLT and governors.
- Organise 'masterclasses' or booster sessions to support students in the final days and weeks before exams
- Support the smooth running of exams and issuing of exam results, including attending results days and supporting students on or after results days with IAG.

## Safeguarding

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title. All posts are subject to the most up to date School Teachers' Pay and Conditions document and the John Mason School and Fitzharrys School Pay Policy.

Your contract of employment is directly with The Abingdon Learning Trust. Your main places of work will be Fitzharrys School and John Mason School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Signed: (employee):

Signed: (on behalf of the Academy):

Date/s: