

THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE



ASSISTANT HEADTEACHER & DIRECTOR OF SIXTH FORM

CENTRE OF FURTHER EDUCATION

JOB DESCRIPTION AND PERSON SPECIFICATION

ASSISTANT HEADTEACHER CENTRE OF FURTHER EDUCATION (CFE) SIXTH FORM

The core purpose of the Assistant Headteacher of any school is to work with the Headteacher to provide professional leadership and management.

The specific areas lie within ensuring the job holder provides professional leadership and management for all staff in order to secure high quality teaching and learning, effective use of resources and monitoring and tracking information to improve achievement for all pupils.

Responsible to: Headteacher

Responsibilities:

- Strategic development of the CFE, with the Headteacher
- Day to day running of the CFE
- Quality Assurance of Sixth Form teaching
- A well-structured programme of education and pastoral development for CFE students
- Develop links with external stakeholders to inspire, enrich and offer the highest quality careers guidance ensuring readiness for work.

Line Management Responsibilities:

- CFE Pastoral Staff
- Additional staff as directed by the Headteacher

Main Tasks / Actions:

To work with the Headteacher:

- To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- To work within the school and the wider community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- To demonstrate the vision and values in everyday work and practice
- To motivate and work with others to create a shared culture and positive climate that reflects the aims of the school
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- To ensure that strategic planning takes account of the diversity, values and experiences of the school and the community at large.

LEADING CFE

Main Tasks / Actions:

To work with the Headteacher:

- To build a collaborative learning culture within the school and actively engage with other educational establishments to build effective learning communities
- Working with other schools, colleges and universities to develop and improve opportunities for our students
- Ensure CFE students are ready for their next steps, including work.
- Review and implement a rich extra curriculum and enrichment programme for all students
- To develop and maintain effective strategies and procedures for professional development
- To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- To develop and maintain a realistic culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- To regularly review own practice, set personal targets and takes responsibility for own personal development
- To safeguard self and staff from the dangers of over-work and to encourage colleagues to retain a healthy balance in their professional and personal lives.
- To treat all people fairly, equitably and with dignity and respect to create and maintain a positive school culture in line with the aims of the school

MANAGING THE ORGANISATION

To work with the Headteacher:

- To create an organisational structure which reflects the school's aims and values, and enables the management systems, structures and processes to work effectively in line with legal requirements
- To produce and implement clear, evidence based improvement plans and policies for the development of the school and its facilities
- To ensure that policies and practices take account of national and local circumstances, policies and initiatives
- To recruit, retain and deploy staff appropriately and manage their workload to realistically achieve the vision and goals of the school
- To implement successful performance management processes with all staff
- To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum
- To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money
- To use and integrate a range of technologies effectively and efficiently to manage the school.

SECURING ACCOUNTABILITY

Main Tasks / Actions:

To work with the Headteacher:

- To fulfil commitments arising from contractual accountability to the Governing Body
- To develop an ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- To work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
- To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including the Governing Body, parents and carers
- To reflect on personal contribution to school achievements and to take account of feedback from others.

STRENGTHENING COMMUNITY

Given that we operate within a large school community the Headteacher and the Senior Leadership Team share the responsibility to strengthen the name of The Buckingham School within the wider community.

To work with the Headteacher:

- To build a school culture and curriculum that takes account of the richness and diversity of the school's community
- To create and promote positive strategies for challenging prejudices and dealing with discriminatory behaviour
- To ensure learning experiences for pupils are linked into and integrated with the wider community
- To ensure a range of community based learning experiences
- To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- To co-operate and work with relevant agencies to protect children.

SPECIFIC RESPONSIBILITIES

Initially responsibilities will include all or most of the following functions. However, it is possible that there may be some changes to this job description and those of the other senior leaders to ensure the best match between areas of responsibility and the skills and experiences: -

- Appropriate sections of School Evaluation Form
- Strategic Development of:
 - The CFE
- Contribute to the strategic development of the wider school
- Professional Development
- Quality Assurance of Subject Leadership

LEADING PASTORAL

- Ability to work in a way that promotes the safety and well-being of students within the school.



PERSON SPECIFICATION PASTORAL

TRAINING AND QUALIFICATIONS

	Essential	Desirable
Qualified Teacher Status (QTS)	✓	
Experience of two schools		✓
Degree	✓	
Higher Degree		✓
Post-entry qualification		✓
Recent participation in a range of In-service	✓	
Significant Post 16 teaching experience	✓	

EXPERIENCE OF SUCCESSFUL TEACHING, LEADERSHIP AND MANAGEMENT

	Essential	Desirable
Success in significant leadership role	✓	
Experience in the leadership of whole school initiatives	✓	
Experience of successful teaching in more than one secondary Key Stage including post-16	✓	

PROFESSIONAL KNOWLEDGE, QUALITIES AND ABILITIES

Knowledge:

	Essential	Desirable
Strategic planning processes		✓
Leading change, creativity and innovation		✓
Strategies for raising achievement and achieving excellence	✓	
Models and principles of high quality teaching and learning	✓	
Strategies for ensuring inclusion, diversity and access	✓	
The relationship between managing performance, CPD and sustained school improvement	✓	
Principles and models of self evaluation	✓	
Principles and strategies of school improvement	✓	
The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance and driving up standards.	✓	
The work of other agencies and opportunities for collaboration	✓	

Personal Qualities and Abilities:

	Essential	Desirable
Collect and use a rich set of data to understand the strengths and weaknesses of the school	✓	
Inspire, challenge, motivate and empower others to carry the vision forward	✓	
Model the values and vision of the school	✓	
Demonstrate personal enthusiasm for and commitment to the learning process	✓	
Demonstrate the principles and practice of high quality teaching and learning	✓	
Acknowledge excellence and challenge poor performance	✓	
Foster an open, fair, equitable culture and manage conflict	✓	
Develop, empower and sustain individuals and teams	✓	
Challenge, influence and motivate others to attain high goals	✓	
Accept support from others including colleagues, governors, and the LA	✓	
Prioritise, plan and organise themselves and others	✓	
Think creatively to anticipate and solve problems	✓	

Strengthening the Community:

	Essential	Desirable
Collaborate and network with local and destination institutions	✓	
Build and maintain effective relationships with parents, carers, partners and the community, that enhance the education of all pupils	✓	

Other Requirements:

	Essential	Desirable
Application forms should be completed in full	✓	
Address the criteria identified in the person specification in a separate letter of application underpinned by an overall philosophy for education focussing on impact made in current role (maximum of 1500 words)	✓	
Secure best outcomes for our CFE students	✓	

Confidential References and Reports:

	Essential	Desirable
Written reference(s) only will be considered	✓	
References will confirm professional and personal knowledge, skills and abilities as referred to above	✓	
One of the references to include current Headteacher	✓	
Positive recommendations, without reservation, from referees	✓	
Good health and attendance record	✓	

Completed reference should be sent to Alison Allen, PA to Headteacher
aallen@buckinghamschool.org

Closing Date: Tuesday 20th March @ 12pm

Interviews will be on Friday 23rd March 2018