

EDUCATION SERVICES**SIXTH FORM MANAGER****MAIN PROFESSIONAL GRADE/UPPER PROFESSIONAL GRADE PLUS
MANAGEMENT ALLOWANCE 3****JOB DESCRIPTION****AIMS AND PURPOSE OF THE JOB:**

- To facilitate a high quality learning experience which provides students with the opportunity to achieve their full potential.
- To exemplify the application of agreed policies, teaching standards, priorities and expectations, so as to set a good example to colleagues.
- To develop and enhance a culture of team work, in which views of members of the team are valued and taken into account.
- To have high expectations of all young people and seek to address barriers to learning.
- To promote a love of learning, intellectual curiosity and a growth mindset.
- To promote active and independent learning that enables students to think for themselves and to plan and manage their own learning.
- To support the implementation and delivery of a differentiated and personalised curriculum that engages students and enables them to make the best possible progress.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To develop, lead and actively take part in cross-school initiatives to the benefit of students, schools and the wider community.
- To work collaboratively and share collegiate responsibility for the success of the school.
- To undertake appropriate professional duties which may be required within the scope of the post.

LEADERSHIP AND MANAGEMENT:

- To promote and implement the aims and policies of the school.
- To help create a commitment to a clear vision for an effective school.
- To be a member of the Sixth Form Management Team, under the direction of the Director of Sixth Form Studies and the Principal.
- To initiate and innovate strategic developments for the Sixth Form and school.
- To advise the Director of Sixth Form Studies on all matters relating to the Sixth Form.
- To liaise with Heads of Faculty and Heads of Department and other managers as required.
- To determine, lead and review the work of a team of tutors in a two year cycle and to lead regular meetings of tutors.
- To organise and lead Year Group and Sixth Form assemblies.
- To contribute to the annual evaluation and review of the Sixth Form, and improvement planning and to take responsibility for agreed aspects of the improvement planning process.
- To promote and encourage the professional development of staff.
- To be responsible for the planning of the tutorial programme for the year group (Year 12 or 13) as appropriate and to monitor its effectiveness.
- To oversee the planning, organisation and review of the Personal Development Programme for the year group (Year 12 or 13) as appropriate.
- To support and assist the Director of Sixth Form Studies in the Admissions Process.
- To liaise and communicate effectively with all staff and stakeholders as required.

LEADING TEACHING AND LEARNING

- To plan, prepare and deliver stimulating lessons that are challenging, engaging and have high expectations of all students.
- To be responsible for long, medium and short term planning that meets the Bailiwick of Guernsey Curriculum.
- To set high expectations for students' behaviour and establish a clear framework that creates an effective learning environment in accordance with the school's Behaviour Policy.

- To deliver and model best practice in terms of teaching, learning, marking and assessment that motivates and inspires students, equipping them with the knowledge and skills needed to achieve at the highest levels.
- To monitor, assess, record and report the achievement of students and to record and report their development, progress and attainment in accordance with the school's assessment policies.
- To implement strategies and insist upon high standards of numeracy, literacy and oracy in the teaching and learning experience of students.
- To make effective use of current technology to enhance teaching and learning and for the purposes of management.
- To plan for the effective deployment of Learning Support Assistants or other associate support staff to enhance students' learning.
- To implement the SEN Code of Practice.
- To seek to provide all young people with high levels of confidence and competence and a lasting interest in their learning.
- To work with the Director of Sixth Form Studies to plan, review and oversee the overall provision within the Sixth Form.
- To liaise with the Director of Sixth Form Studies regarding the progress of students, and to monitor and assess the achievement of students.
- To organise an annual consultation evening for parents and students.
- To be responsible for the preparation of Higher Education and employment references.

LEADING PROFESSIONAL LEARNING AND DEVELOPMENT:

- To promote, proactively identify, lead, and encourage the professional development of staff.
- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward.
- To be well informed of both local and national developments and participate in cross-phase working throughout the Bailiwick of Guernsey.
- To take responsibility for personal professional development, keeping up-to-date with research and developments in Careers Education, Teaching Pedagogy and changes in the school curriculum to inform and extend professional practice to secure improvements in teaching and learning.
- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Improvement Plan and Performance Management process.

- To contribute to school development by sharing professional learning, expertise and skills with other staff, through training activities such as coaching and mentoring and collaborative learning opportunities.
- To be well informed of both local and national developments relating to Post 16 Education.

HEALTH, SAFETY AND WELFARE:

- To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with the States of Guernsey's policies and procedures, and to report all concerns to an appropriate person.
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To commit to uphold the States of Guernsey's environmental policies and aspirations for sustainable learning provision.
- To promote the welfare and personal development of the students and where appropriate to liaise with outside agencies.
- To liaise with staff, students and parents as appropriate.
- To work with the Director of Sixth Form Studies to ensure a smooth transition into and from the Sixth Form for all students.
- To implement the school requirements concerning attendance, appearance and behaviour of students.
- To organise and administer the system of appointing and monitoring of the Prefects and the Student Leaders.
- To work with the Sixth Form Management team to facilitate Student Voice.
- To coordinate and encourage fundraising for charitable causes by the Sixth Form.
- To implement and administer Student Support within the school system.

ADMINISTRATION:

- To ensure that students have access to accurate and up-to-date information.
- To liaise with outside agencies where appropriate.
- To ensure that all appropriate documentation associated with a student's progress is recorded and kept on file.

- To assist the Director of Sixth Form Studies in the day to day organisation and general administration of the Sixth Form.
- To have a working knowledge of computerised administration systems.
- To maintain curricular records of the year group.
- To assist the Director of Sixth Form Studies in the admissions process to the Sixth Form.

RESPONSIBLE TO:

The Principal and The Director of Sixth Form Studies.

ACCOUNTABLE FOR:

- Leading the delivery of high quality teaching and learning.
- The progress and attainment of students for whom you have responsibility.
- Improving and extending professional effectiveness.
- Ensuring that staff accountabilities are clearly defined, understood and agreed.
- Creating a safe environment for students and having concern for their welfare and wellbeing whilst under your guidance.

The job description is subject to the general conditions of service for a teacher as set out in the States of Guernsey's Terms and Conditions for Teachers in Guernsey.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.

KEY CRITERIA:

ESSENTIAL

1. A suitable teaching qualification.
2. Inspirational teaching skills and the ability to motivate students, equipping them with the knowledge and skills needed to achieve at the highest levels.

3. The ability to demonstrate recent effective strategies to achieve high quality teaching and learning.
4. The ability to lead and direct the work of a team.
5. The ability to use data effectively to monitor the progress and achievement of students and to inform decisions to enhance teaching and learning.
6. The ability to make effective use of current modern technologies to enhance teaching and learning.
7. The ability to communicate effectively to a wide range of people.
8. Effective organisational, administrative and classroom management skills.
9. Experience, understanding and skills relevant to the specific responsibilities of the post.
10. Excellent written communication skills and proven experience in report writing.

DESIRABLE

11. Current driving licence and own transport.
12. Experience of writing Higher Education and Employment references.
13. Experience of contributing to a PSHCE or Personal Development programme.
14. Recent experience of working within Post 16 education.