



Assistant Head – Post 16

Salary scale: Group 6 ISR: L8-12

JOB PURPOSE: Working with the Head Teacher and Senior Leadership Team, to provide leadership for the school which secures its success and continuous improvement, ensuring high quality education for all its students and the highest standards of learning and achievement in accordance with statutory requirements.

This role has an expectation of 2 days teaching, within Post 16.

ACCOUNTABILITIES: To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

RESPONSIBLE FOR: *The experience of students in Post 16*

To be responsible for the [experience of students in Post 16](#) you will be responsible for the strategic leadership of: ensuring Post 16 students are supported to [make choices, create memories, form friendships](#) and [learn beyond the classroom](#)

You will be accountable for (including, but not limited to):

- Leading the experience of students in Post 16 (developing appropriate provision, curriculum, staffing, learning environment, work encounters, work experience and college links)
- Support transition from Year 11 and out of Post 16
- Visit risk assessment and offsite learning in Post 16
- [Progress](#) of students in Post 16 (including monitoring and moderating Evidence for Learning)
- Supporting [staff development](#), including coaching for teachers at different stages of their career
- Mentoring / coaching / supporting: ECT / student placement / apprentices / volunteers, within Post 16
- Monitoring the [Quality of Education](#) in Post 16
- Working in partnership with the Inclusion Team.
- Managing staff in Post 16
- Developing appropriate CPD

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head will carry out. The postholder may be required to do other duties appropriate to the level of the role.

RESPONSIBLE TO:

- Deputy Head Teacher – Quality of Provision

You will work directly with and line manage:

- Post 16 Lead Teacher (TLR)
- Post 16 teaching and support staff

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