

LINDEN LODGE SCHOOL

Job Description



Linden Lodge
School

A Specialist Sensory & Physical College

STATUS

Job Title: Head of Sixth Form/Assistant Head

Accountable to: Headteacher

Grade: Leadership 7 -11

CONTEXT

To support the whole school commitment to outstanding teaching and learning. The Head of 6th Form will lead a multi-disciplinary team contributing to the planning, development and implementation of individual and specialist curriculum programmes for pupils with a range of additional needs

The responsibility of the Head of 6th Form will be to lead and coordinate planning, develop and implement individual curriculum programmes for pupils and provide a holistic education programme which safeguards children and integrates their physical, academic, social and emotional needs.

The 6th Form provision plays a vital role in ensuring that students are prepared for Adulthood both socially and academically.

PRINCIPLE ACCOUNTABILITIES

Leadership and Management

- To line manage teachers, support staff and administrators including performance management and appraisal
- To provide effective induction for new staff and ensure training so that all staff provide an excellent and consistent service to Wandsworth schools/settings to raise standards
- To foster a sense of personal responsibility in colleagues and promote constructive reflective practice in their performance in order to raise standards
- To ensure that 6th form teams work in partnership with all relevant stakeholders and partners including health, social care, voluntary agencies and a range of multi-agency panels to include LSs who have SLAs for service delivery
- To manage, monitor and report against agreed delegated budgets including staffing, equipment and a range of SLAs with voluntary and other providers
- To use the School Improvement Plan to demonstrate effectiveness and to ensure that all staff across the organisation are involved in the process
- To maintain and monitor clear and effective records of all aspects of service delivery and evaluate service outcomes, and to report these to the Head, Governors and LA(s) as required
- To encourage and support challenge from Governors as a critical friend to ensure the highest quality provision with evidence based outcomes demonstrating value for money service delivery

- To take responsibility for the delivery of robust evidence of improved outcomes to support Ofsted and Local Area Inspections and to update frameworks
- To lead and manage across the organisation through promoting the use of coaching, mentoring and mediating
- To carry out duties with regard to Wandsworth's Equality and Diversity Policy and the council's core management competencies
- Take responsibility in completing appropriate plans for the 6th form provision e.g. self-evaluation
- Manage and ensure the appropriate evaluation of pupils and their needs is undertaken.
- To undertake any other duties as required, as member of the Senior Management/Leadership Team, within the remit of this post.

Professional Development and Training, including Safeguarding

- To understand and undertake continuing professional development that meets the needs of the individual and the service staff across the organisation
- To promote and safeguard the safety and welfare of CYP and young adults within the Service. This will include ensuring that all staff have extensive knowledge and understanding of safe learning environments, safeguarding issues and the full use of risk assessments and record keeping
- To obtain and disseminate up to date advice from the Local Area about Safeguarding and Duty of Care for CYP and vulnerable adults
- To keep up to date with national, regional and local developments in SEND and curriculum matters as well as specialist knowledge of post-16 provisions
- To understand and be able to advise on legislation pertinent to SEN and disabilities, including Children and Families Act 2014, SEND CoP 2014, equality Act Duties, Deafblind Guidance etc

Performance Management

- Ensure that effective performance management is carried out within the 6th form setting.
- Facilitate the sharing of best practice within the department to contribute to the continuous improvement of the 6th form provision.
- Fairly yet robustly challenge under-performance in line with national and locally agreed procedures working with the headteacher to put in place additional support and intervention strategies as appropriate.

Personal Development

- Actively engage with both personal and school CPD programmes .
- Be reflective in your practice and engage in working towards appropriate personal development goals
- To extend personal professional development in this specialist field and in leadership and management training (ToD, VI, MSI and Habilitation)

Community Cohesion

- To support the Head in shaping and re-emphasising the organisation's vision and values and ensuring the 6th form offer is embedded locally at a strategic and operational level
- To promote the use of the Family Partnership Model to strengthen links with families and also to recognise the individual and diverse needs of each Service user and their family across the organisation
- To create regular opportunities for families, CYP and young adults to be involved in the design and review of service and organisation development
- To make a commitment to contribute to the welfare, social and emotional well-being and independence of CYP and young adults and to enable their voices to be heard
- To support CYP and young adults through engaging with other professional local services, such as CAMHS
- To actively promote partnership working with voluntary organisations and the commercial sector where appropriate
- To ensure that the service is accessible to all stakeholders and promotes equity
- To support the Head and Governors in ensuring the service and organisation has a strong positive identity and is effectively marketed internally and externally.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Teaching and Learning</i>	To maintain a high standard of teaching at a consistent level
<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times

<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
------------------------------------	---

GENERAL DETAILS

REVIEW

This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.