

DIRECTOR OF SIXTH FORM – PERSON SPECIFICATION

Essential	Desirable	Evidence
<p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • First degree; • Qualified Teacher Status; • A continued commitment to own professional development; • As a middle leader within the same phase School/Academy; • Teaching experience within the designated age range; • Of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children. 	<p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Further relevant professional studies; • Experience of teaching in more than one School/Academy; • Experience of more than one Key Stage. 	<p>Application Form Certificates References</p>
<p>LEADING STRATEGICALLY</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Models of effective Sixth Form leadership and organisational structures; • New technologies and their potential impact; • Strategic planning processes, tools and techniques; • Ways of achieving stakeholder and community engagement; • Leading change, creativity and innovation in Sixth Form education. <p>Skills:</p> <ul style="list-style-type: none"> • Think strategically, analytically and creatively; • Build capacity and achieve sustainability; • Deal with complexity and uncertainty; • Anticipate, lead and manage change; • Use research to support and challenge practice; • Inspire, challenge, motivate and empower others to attain challenging outcomes; • Celebrate achievement and acknowledge excellence. 	<p>LEADING STRATEGICALLY</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Developments in Education at local, national and global levels. <p>Skills:</p> <ul style="list-style-type: none"> • Model the vision and values of the School. • Demonstrate political acumen. 	<p>Application Form Letter of Application References Interviews</p>

<p>LEADING TEACHING & LEARNING</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Methods to ensure the specified teaching standards are harnessed and maintained by all teaching staff; • Sixth Form curriculum design and management; • Principles of quality learning, teaching and assessment including Sixth Form review and self-evaluation; • Use of external support and expertise; • Behaviour and attendance management; • New technologies to support Teaching & Learning; • Strategies for improving outcomes and achieving excellence for all; • Tools for data collection and analysis. <p>Skills:</p> <ul style="list-style-type: none"> • Design, develop and deliver the Sixth Form curriculum; • Demonstrate equality and diversity in Teaching & Learning; • Achieve the best possible learning outcomes for all; • Use developmental models for Teaching & Learning; • Engage parents in student's Teaching & Learning; • Manage and use performance data; • Deploy technology to support Teaching & Learning; • Develop and use effective assessment and moderation systems. 	<p>LEADING TEACHING & LEARNING</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Ways of applying effective practice and research evidence to improve outcomes; • Political impact of external, community or family factors on learning. <p>Skills:</p> <ul style="list-style-type: none"> • Understand whole School culture of best practice in Teaching & Learning; • Understand flexible and comprehensive learning opportunities for all students; • Capitalise on appropriate sources of external support and expertise; • Evaluate, review and develop systems and structures. 	<p>Application Form Letter of Application References Interviews</p>
<p>LEADING THE ORGANISATION</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Technology to enhance organisational effectiveness; • Strategies to maximise contributions from the Sixth Form workforce; • Accountability frameworks. <p>Skills:</p> <ul style="list-style-type: none"> • Seek expertise and advice from within and outside the School; • Delegate, collaborate and distribute leadership; • Manage others within an accountability framework; • Create an environment which enables people to perform at their best and underpins effective employee relations. 	<p>LEADING THE ORGANISATION</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Legal issues relating to leading and managing a School, derived from all relevant statutory and regulatory frameworks; • Development of and access to School buildings and facilities; • Strategic financial planning, budget management and principles of best value; • Organisational development, planning and implementing change; • Project management techniques. <p>Skills:</p> <ul style="list-style-type: none"> • Manage the School's financial, human and physical resources; • Establish structures and systems so operational decisions are based on informed discussion; • Develop and sustain a safe, secure and healthy School environment; • Create a working environment which takes account of workload and work-life balance. 	<p>Application Form Letter of Application References Interviews</p>

<p>LEADING PEOPLE</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Significance of interpersonal relationships, including impact on teacher performance and student learning; • Appraisal, continuous professional development and sustained School improvement; • Building motivation, including the importance of celebrating achievement; • Own performance, ways of obtaining feedback and how to improve. <p>Skills:</p> <ul style="list-style-type: none"> • Develop self-awareness, self-management and self-confidence and use effectively; • Listen, reflect and communicate effectively; • Give feedback and provide support to improve performance; • Hold people to account and challenge under performance; • Develop a culture of learning and continuous professional development; • Receive and act on feedback to build on strengths and improve personal performance; • High standards of personal and professional conduct. 	<p>LEADING PEOPLE</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Building and sustaining a learning community within a diverse workforce; • Support and development systems for individuals and teams. <p>Skills:</p> <ul style="list-style-type: none"> • Create a culture which encourages ideas and contributions from others; • Negotiate and manage conflict, providing appropriate support; • Foster an open, fair and equitable culture; • Motivate, develop, empower and sustain individuals and teams. 	<p>Application Form Letter of Application References Interviews</p>
<p>LEADING IN THE COMMUNITY</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Multi-agency work; • Collaboration and partnership working (including School, home, community and business partnerships); • Wider curriculum beyond the School and opportunities it provides. <p>Skills:</p> <ul style="list-style-type: none"> • Establish and engage in partnerships, including working with multi-agency teams; • Consult, engage and communicate with staff, students, parents and carers to enhance student's learning; • Engage in cross phase working and transition issues. 	<p>LEADING IN THE COMMUNITY</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> • Extended service provision, commissioning and contracting; • The diversity of professional cultures and ways of working; • Diversity and community cohesion issues; • Strengths, capabilities and objectives of other Schools, services and agencies. <p>Skills:</p> <ul style="list-style-type: none"> • Collaborate and work within and across the community; • Engage the community in systematic evaluation of the School's work and act on outcomes; • Take a leadership role within and across the community; • Engage in School-to-School collaboration and contribute to leadership in the wider education system; • Contribute to achievement of community cohesion; • Broker and commission services. 	<p>Application Form Letter of Application References Interviews</p>