

Job Description: Assistant Head (Post 16)

Responsibilities

The responsibilities outlined in this job description may be modified by the Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Leadership and Management of Post-16 Provision

- Have overall responsibility for the leadership, management and day-to-day operation of the Post-16 provision at St Agnes House.
- Provide strategic direction for the Post-16 provision in line with the ethos, vision and policies of In Toto Ed.
- Develop, implement and review Post-16 policies, procedures and systems to ensure high-quality provision and positive outcomes for students.
- Monitor and evaluate student progress, attendance, engagement and destinations, using data to drive improvement.
- Liaise with the SENCO to ensure EHCP outcomes are met.
- Line manage staff, including responsibility for appraisal, professional development and performance management.
- Act as the key point of contact for parents, carers, external professionals and partner agencies in relation to Post-16 students.
- Ensure the Post-16 provision is fully compliant with regulatory, safeguarding and inspection requirements.

Leading Learning and Teaching

- Develop a shared expectation of outstanding teaching and learning for all students
- Lead collaborative CPD so staff learn from best practice.
- Demonstrate and develop best practice in curriculum design for students with autism.
- Demonstrate and lead best practice approaches to Positive Behaviour Support.
- Support with the planned annual cycle of assessment, monitoring, evaluation and reporting.
- Ensure a consistent focus on student achievement using data and benchmarks.
- Coordinate analysis of student progress to inform improvement planning.
- Develop relevant strategies for improvement.

Curriculum, Enrichment and Personal Development

- Oversee delivery of a broad and personalised Post-16 curriculum.
- Develop and embed a robust PFA programme.
- Explore and embed work experience opportunities.

- Ensure enrichment and employability are integral.
- Track and report on outcomes and destinations.

UCAS and Progression

- Lead and coordinate the UCAS process.
- Oversee post-18 progression routes.
- Coordinate references and predicted grades.
- Support students and families through transitions.

Exams Officer Responsibilities

- Act as Exams Officer.
- Manage exam administration in line with JCQ regulations.
- Coordinate entries, access arrangements and results.
- Ensure compliance with exam policies.

Referrals and Admissions

- Oversee the referrals process.
- Liaise with local authorities and families.
- Coordinate visits and transitions.
- Ensure accurate record keeping.

Pastoral and Safeguarding

- Be a member of the Safeguarding Team.
- Promote and safeguard student welfare.
- Ensure safeguarding procedures are followed.

Safeguarding

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training. Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.