

Job Description and Person Specification

Job Title: Head of 6th Form

Responsible to: Head of School

Salary Scale: UPS 3 depending on skills and experience
Company Pension and private healthcare

Job Type: Middle Leadership

Hours: 8.30am – 4.30pm Mon- Thurs, 8.30am – 4.00pm Friday.
Will consider full time or 3 days or more part time

Liaises with:

- Colleagues within Stone Lodge School
- Families and carers of pupils at the school.
- External agencies who support children and young people at the school.

Conditions of Service: This post is subject to terms and conditions of the employment of Stone Lodge School and you are required to work across all sites.

The nature of this role dictates that the post holder will be subject to an enhanced DBS check. Please note that holding a positive disclosure may not automatically bar you from working with the organisation, however, a full risk assessment will be completed prior to making a recruitment decision.

Job Summary: Stone Lodge Therapeutic School is a specialist independent school which provides education for up to 89 young people aged 11-19 with Education Health and Care Plans (EHCPs) for Social Emotional and Mental Health (SEMH) needs, High Functioning ASD or related conditions.

You will need to have (or demonstrate willingness to develop):

- experience of working with children and young people
- an understanding of SEN
- ability to quickly build relationships with pupils
- be able to work on your own initiative

This is a challenging role and you must be able to cope with stressful interpersonal situations whilst maintaining a high degree of professionalism.

Duties and Responsibilities:

- To co-ordinate and manage the 6th form provision at Stone Lodge
- To line manage 6th form staff including the farm provision
- To liaise with SLT on all issues related to the 6th form provision including timetable
- To deliver English and maths to 6th form pupils
- To deliver BTEC Personal Development lessons to 6th form pupils
- To manage the progression of pupils into external Post 16 and internal 6th form provision through oversight of the careers lead
- To oversee work experience for 6th Form pupils
- To support pupils to improve their personal development and social skills
- To support out of classroom activities as part of a broad and varied curriculum
- To ensure Child Protection and Safeguarding is of paramount importance, including being aware of all risk assessments
- Follow procedures for accident, illness, absconding and absence for pupils and to adhere to all school policies
- Contribute to any meetings that are called for the education and welfare of pupils, including training.
- Attend department, behaviour whole school staff meetings
- To fully embrace and promote the ethos of the school
- To conduct any reasonable duties as directed by the Principal or their representatives

Teaching, Training and Supervision:

- Undertake regular line management
- Receive regular CPD
- Attend external CPD and qualification courses pertaining to the role

ICT responsibilities:

Use IT and computers in day to day work in order to facilitate more effective communication and presentation of information. This includes word processing, e-mail, electronic record keeping and information sharing, multi-media presentation and teaching, and specialist IT programmes.

General:

To effectively and consistently manage the behaviour of pupils in line with the policies and ethos of Stone Lodge Therapeutic School.

To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD, training and development programmes, in consultation with the middle and senior leaders.

Maintain the highest standards of record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practices and school policies and procedures.

Safeguarding

Safeguarding is everybody's business. The welfare and safeguarding of children and young people should be of paramount consideration, whatever your role or level of responsibility is within the organisation. All employees,

are required to ensure compliance with the school's guidance and policy on safeguarding and are required to attend safeguarding training appropriate to their level of responsibility. All staff are expected to comply with the relevant sections in KCSIE.

Risk management / Health and Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the school. All staff have a responsibility to access support services in times of need.

Confidentiality

You will be required to maintain confidentiality of information, access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

To be noted:

This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with their line manager.

This job description will be reviewed regularly in the list of changing service requirements and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, GDPR and Confidentiality of Information.

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE	HOW TESTED
Training & Qualifications	Qualified Teacher Status	NPQSL /NPQH Further SEN qualifications	Show certificates of qualifications at interview
Experience	At least 3 years of SLT experience Experience of line managing staff Experience of running a small provision including timetabling Experience working with SEN pupils	Experience of Post 16 education	Application form. Assessed at interview and references.
Knowledge & Skills	Knowledge of autism and neuro-diversity Knowledge of qualification frameworks Ability to use basic IT packages such as word	Knowledge of strategies to improve engagement Knowledge of the Post 16 frameworks	Application form. Interview and references.
Other	Ability to work independently, reliably and consistently with work agreed and managed at regular intervals Willingness to engage in further training	Understanding of therapeutic approaches	Application form, interview and document check.

	Willingness to lone work with pupils, off site if necessary Willingness to use physical intervention once trained Willingness to transport children in school vehicles or own vehicle Ability to accept and use supervision appropriately and effectively. Ability to build relationships quickly with reluctant young people Willingness to go "the extra mile" to support pupils Ability to instil learning resilience and confidence in pupils Good personal organisational skills.		
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