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# **JOB DESCRIPTION**

## Job Title: Teacher of Engineering / Head of Sixth Form

## Location: Engineering UTC Northern Lincolnshire

## Pay Grade: Competitive Package based upon experience and qualifications

**Responsible to: Principal & Head of School**

**Aim and main purpose of the role:**

To support, hold accountable and develop a team of staff focusing on high standards of social, personal and academic development of students so that:

* Sixth form is graded as good or above at the next Ofsted inspection.
* 100% of students achieve their targets in Vocational qualifications
* 100% of students achieve A\* - E @ A2
* All entries predicted at A to C grade (based on GCSE score on entry) to be achieved
* 95% attendance

**General responsibilities:**

To lead both the team of staff and cohort of students. This involves giving a clear vision and direction to work, identifying key areas for improvement and planning appropriate actions to meet them.

To manage both the people and resources associated with each year group.

To monitor the quality of learning experienced by the year group, liaising with staff and offering support and guidance where necessary.

To teach Engineering to a range of classes, Year 9-13

To promote the positive ethos of the school and its engineering specialism

**Academic Progress**

1. To monitor the academic progress of the year group in order to secure and sustain effective learning , with particular reference to the proportion of students achieving high grades in vocational qualifications and the percentage of students achieving A\*-E

2. To use assessment data such as GCSE points score, and ALPS target grades to inform an analysis of individual student progress, collective progress across each tutor group, year group as a whole.

3. To have an overview of the range of barriers to learning that impact on student progress.

 4. To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department achieving target grades and the percentage of students achieving A\*-E

5. To monitor the effectiveness of these interventions and report to SLT termly on the progress being made by students in the year group.

6. To liaise with key staff, including the SENCO, regarding all groups of students’ achievement in the year group, with particular reference to the proportion of students achieving the school’s floor target of ALPS grade 3 and the percentage of students achieving A\*-E.

7. To report to the line manager on the progress of the year group and individuals, with particular reference to the proportion of students achieving the floor target of ALPS grade 3 and the percentage of students achieving A\*-E

**Leadership and Management**

1. To act as a role model for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and professional presence in the year team.

2. To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.

3. To ensure all tutors understand, and are actively implementing the key aspects of the

school’s policies including those for behaviour, attendance, uniform and safeguarding.

4. To liaise with the Business Engagement Lead in the development of external industry links.

5. To make a significant contribution to the induction of staff referring any individual training needs to the member of SLT with responsibility for staff INSET.

6. To have an overview coordinate interventions, where appropriate, using internal referrals and work with outside agencies.

7. To initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress and destinations of their children.

8. To contribute to the organisation of any parent information evenings

9. To ensure attendance at these events is at least 93%

10. To monitor, analyse and follow up attendance at these events

11. To monitor student attendance and punctuality on a weekly basis and to take all the appropriate steps to ensure that attendance and punctuality of students in the year group are at the highest levels. To liaise with the attendance officer in this respect.

12. To monitor student behaviour, attendance and achievement using the school’s SIMs and, in consultation with key staff, decide on appropriate sanctions, interventions and rewards.

13. To oversee students on report and make contact with parents when necessary.

14. To play the leading role in the disciplining of students referring situations to the appropriate member of SLT when appropriate.

15. To contribute to the management of key school events; for example induction, transfer arrangements, outings, extra-curricular and social events.

16. To lead on EPQ and independent study

**Administration**

1. To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes both day to day administrative tasks (signing of planners, checking absences etc) and year specific tasks (preparation for exams, options, learning conversations etc)

2. To ensure that all tutors have access to relevant materials in order to deliver high quality tutorial activities.

3. To maintain individual student records as necessary and ensure that they are kept up to date.

4. To oversee ‘in year’ admissions for new students. This will include liaising with the member of staff responsible for admissions, meeting potential students and parents and in conjunction with key staff organising timetables and setting.

5. To monitor the settling in of new students.

6. To oversee the completion of progress checks as appropriate.

7. To oversee the completion of school reports for the year group including writing a summary comment.

8. To work with form tutors to ensure appropriate follow-up to reporting procedures and to play an important part in the evaluation of reporting procedures.

9. To have an involvement in policy development and decision making across the school.

**Specific Accountabilities**

* Oversee and lead on key skills for leadership
* To oversee the transition from Year 11
* To lead the revision and preparation for AS
* To oversee and lead on UCAS preparation and delivery
* To lead on student destinations
* To oversee the transition from Year 12
* To lead the revision and preparation for A2 and vocational qualifications