**Job Description**

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| **Post:** | **Head of XL Academy** |
| **Salary/Grade:** | **Teaching Main Pay Scale plus RC3 (£8,854.00).**  **Plus 8 periods of remission** |
| **Working Hours:** | **Full time** |
| **Responsible to:** | **Director of Curriculum and Progression** |

**Main purpose of the post:**

* To lead all college provision for students on the XL Academy Programme including:
  + Tutorial programme
  + Pathways programmes (including Oxbridge, MDV, PPE etc.)
  + Guest speakers (One per half term per pathway)
  + Trips and visits
  + Additional sessions to ensure a sense of belonging to XL Academy
  + Early applicant support
  + Alumni presentations
  + To organise, lead and contribute to the delivery of XL Academy events for prospective students to publicise the XL Academy and prepare students for transition into the XL Academy. To include but not limited to Year 10 Programme, Year 11 Masterclass sessions, High school talks and college talks to key stakeholders, etc.
* To be responsible for all publicity relating to the XL Academy including liaising with marketing and managing social media and presenting at college events including but not limited to new parent events and A1-A2 transition event.
* To line manage the EPQ Coordinator and ensure quality of delivery on the EPQ course
* To line manage Senior Tutors delivering on the XL Academy Programme
* To line manage the Oxbridge Scholars Coordinator and ensure the quality of the Oxbridge Scholars programme.
* To be a member of the T&L team and lead the cross-college strategy to ensure ambition in the classroom and maximise high grades
* To take responsibility for Quality Assurance of the quality of delivery impacting the XL Academy Programme, the XL Strategy, annual SAR and QIP, data analysis and reporting to SLT on a half termly basis.

**Main Duties:**

1. **Strategic Planning and Quality Assurance**
   1. To lead the development, implementation, monitoring and evaluation of an effective XL Academy strategy to support and challenge students on the XL Academy Programme.
   2. To lead the development, implementation, monitoring and evaluation of an effective cross-college strategy to maximise high grades and ambition in the classroom.
   3. To write the college’s Self-Assessment Report and Quality Improvement Plan for the XL Academy.
   4. To work with Heads of Subject to analyse key data, identify strengths and areas for improvement in terms of high grades and ambition in the classroom.
   5. To promote positive progression after ASFC. In particular, by providing targeted guidance and support to maximise successful applications to highly competitive universities and to ensure that students applying for Oxbridge, MDV, PPE, etc. are fully prepared and supported.

**2. Teaching**

2.1 To act as a senior tutor for the XL Academy.

2.2 To keep up to date with current developments and thinking in the teaching of XL learners.

2.3 To demonstrate good classroom practice in teaching the colleges’ XL and students.

2.4 To raise the standards of achievement amongst XL students by maintaining a model of high quality teaching

2.5 To act as the “champion” of able students within the college by creating and sustaining positive attitudes towards them ensuring that provision for XL students is kept at the heart of the college’s agenda for developing learning and teaching.

**3. Curriculum Development**

3.1 To develop and maintain an up-to-date knowledge of current thinking and major initiatives for XL learners.

3.2 To renew the curriculum annually to ensure that there is sufficient breadth and depth to meet the needs of the most academically able students.

3.3 To organise extension and enrichment activities as appropriate, to meet the needs of the most academically able students.

**4. Staff Development and Training**

4.1 To identify and disseminate good practice in developing the abilities of the XL students.

4.2 To work with the college’s Assistant Principal to identify staff training needs in relation to stretch and challenge and support for academically able students.

4.3 To lead and organise relevant CPD for staff in relation to the high grade strategy and evaluate its impact on teaching and learning.

4.4 To provide on-going guidance and support for subject teachers with regards to teaching approaches and differentiation for XL students.

4.5

**5. Students**

**Safeguarding**

5.1 Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.

**Discipline**

5.2 Take responsibility for promoting good standards of behaviour and conduct in students by implementing and monitoring/reporting breaches of the Student Conduct and Discipline policy.

**6. Student Support and Monitoring**

6.1 To act as a Senior Tutor for a cohort of XL students.

6.2 To design and deliver a tailored tutorial programme to XL learners.

6.3 Encouraging and supporting student applications to highly competitive universities and work to strengthen the college’s links with these institutions.

6.4 To maintain a register of XL students within the college and update annually.

6.5 To monitor the overall progress made by those who enter college with the highest GCSE scores through the analysis of data and by setting targets to ensure challenge and address underachievement.

6.6 To provide a first point of contact for parents of XL students and ensure that parents are well informed about the curriculum, targets and students’ progress and attainment.

6.7 To work with heads of subject to ensure that appropriate curriculum support systems are in place for XL students.

6.8 To provide effective careers guidance and UCAS support for XL students, particularly those applying to Oxbridge or for degrees in medicine, dentistry and veterinary science.

**7. Quality Assurance**

7.1 Demonstrate, as a result of teaching/tutoring that students achieve well relative to students’ prior achievement (and special needs where appropriate).

7.2 Seek to continually improve standards.

7.3 Demonstrate effectiveness by achieving excellent levels of student retention.

7.4 Write the Self-Assessment Report and Quality Improvement Plan for XL.

7.5 Participate in the College’s Performance Management Review system and have an annual review meeting with your line manager.

7.5 Carry out a Performance Management Review and have an annual meeting with ST’s within your line management and the EPQ Coordinator and Oxbridge Scholars Coordinator.

7.6 Keep a professional development file to record personal training and development.

**8. Equality and Diversity**

8.1 Create a purposeful, positive and supportive teaching environment, sensitive to equality and diversity.

**9. Marketing and Liaison**

9.1 Contribute to the marketing and promotion activities of the College and the subject area.

9.2 Participate in systems for the recruitment and induction of XL students.

**10. Management of Resources**

10.1 To contribute to college policy with regards to liaison with High Schools and other bodies, in order to promote successful marketing of the college curriculum to XL students.

10.2 To contribute to market research as appropriate to assess the curriculum needs of XL students.

10.3 To attend High Schools’ parents’ evenings, careers evenings and other events as appropriate.

10.4 To ensure the effectiveness of the transfer and transition of XL students from their previous schools, by developing close links with feeder schools and by seeking new markets.

10.5 To offer pre-enrolment information, advice and guidance to prospective XL students.

**11. Other**

11.1 To report half termly to the Senior Leadership Team about XL developments.

11.2 To report to Governors when requested about XL developments.

11.3 Participate in the college PMR system and be prepared to reflect honestly and critically upon own performance.

11.4 To present at college parental engagement events

11.4 To be a budget manager for the XL budget.

11.5 Contribute to the college’s mission and ethos and support the aims and objectives of the college.

11.6 Follow and comply with the college’s policies and procedures as outlines in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health & Safety across the College.

11.7 To undertake any other duties of an equal nature as assigned by the Principal or her designated alternate.

11.8 To attend meetings in accordance with the College meeting schedule.