



HEAD OF YEAR 12 (SIXTH FORM)

Responsible to: Headteacher
Salary/Grade: TLR 2C

Rationale: Deputise for the Head of Sixth Form

- Provides leadership under the direction of the SLT and direction for the sixth form group ensures that it is managed and organised to meet the aims and objectives of the school and the pastoral system.
- Ensures that practices improve the quality of education provided, meet the needs and aspirations of all students, and raise standards of achievement in the school.
- Plays a key role in supporting, guiding and motivating their tutors.
- Evaluates the effectiveness of learning, the pastoral programme and progress towards targets for students and staff, to inform future priorities and targets for the students.
- To be responsible for the discipline, conduct and attainment of a sixth form year group.
- To assist the SLT and Intervention in monitoring the progress of individual students and in delivering necessary support.
- To assist the SLT in whatever other way is required, and to deputise for him/her if necessary.
- To be responsible for progression at ages 16, 17 and 18 and to provide data on these as necessary.
- To organise the recruitment and interview process on entry into the sixth form in conjunction with Head of Sixth Form and Deputy Headteacher (Pastoral)
- To develop and promote targets for entry into the most prestigious universities, and to take action to meet these targets, including with students in the main school.
- To lead on university applications and student finance.
- To develop the notion of Voluntary (Staff) Mentoring and to recruit and lead such mentors.
- To support the peer mentoring programme and assist the teacher i/c Student Voice.
- To administer and develop the sixth form enrichment programme, including IAG.

Key Responsibilities:

Strategic direction & development of the Sixth Form

- Developing policies and procedures, in line with school policy, that will ensure high achievement and effective learning.
- Using data on student performance to inform policy and practice, identify underachieving students, and monitor the effectiveness of the support.
- Establishing plans for the development of the Sixth Form that support the school improvement plan and ensure that the Sixth Form is always seeking to improve.
- Establishing a clear understanding within the Sixth Form of the contribution made by the Sixth Form in supporting the school's aims and making a significant contribution to the development of the school's development plan.
- Liaise with relevant SLT personnel to ensure that the link between the work of the Sixth form and the global objectives of the school is firmly established.
- For the standards in the Sixth Form: monitoring and evaluating the standards within the Sixth Form according to the school's monitoring and evaluation policy.
- Operate the schools reporting system at Sixth Form level to ensure that students are monitored to correct behaviour or work related problems
- Communicate with parents on a daily/weekly basis as well as at parent's evenings with an informative slant in matters pertaining to target setting.

Learning & Ethos

- To support the Catholic ethos of the school through collective worship and to assist in the spiritual development of sixth form students.
- Academic support for sixth form students.
- Mentoring pupils and providing guidance and advice on suitable course and supporting decisions on course subjects.
- Ensuring the provision of a learning support system, in line with school policy which ensures continuity and progression in all Sixth Form courses.
- Providing guidance, to tutors in their year groups, on the choice of appropriate support methods to meet the needs of the pastoral programme and of different students.
- For the general standard of discipline in the Sixth Form Help should be provided when teachers are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis.
- Ensuring effective development of pupils' knowledge of school rules and ensuring effective compliance with uniform, manners, homework and coursework policies.
- Establishing and implementing clear policies and practices, in line with school policy, for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Encouraging and developing leadership activities related to the Sixth Form which support the Ethos permeates the life of the school.
- Playing a major role In ensuring that 6th form are involved in whole school celebrations
- To monitor attendance and liaise with parents and other agencies to ensure that attendance of individuals is maximised.
- Ensuring that all students have guidance and support to allow progression to Higher education and the world of work.

Leading and managing staff

- Establishing clear expectations and constructive working relationships among staff involved with the Sixth Form, including, through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate.
- Acting as a positive role model for others.
- Evaluating practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness, audit training needs of pastoral staff.

- Coaching members of staff in order to develop pastoral expertise within the Sixth form and to enable tutors to achieve expertise in their pastoral teaching
- Working with the SENCO and any other staff with special educational needs expertise, to ensure that work is matched to individual pupils' needs.

Efficient and effective deployment of staff and resources

- Establishing staff and resource needs for the Sixth Form and advising the SLT of likely priorities for expenditure. Allocating available pastoral resources with maximum efficiency to meet the objectives of the school and pastoral plans and to achieve value for money.
- Advising the SLT on the deployment of staff involved in the Sixth Form to ensure the best use of experience and other expertise.
- Maintaining existing resources and exploring opportunities to develop or incorporate new resources into the Sixth Form programme.
- Ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the Head Teacher and accept any reasonably delegated additional responsibility from the Head Teacher.
- To positively promote the Sixth Form by effective communication within the community.

To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures

The post holder must carry out his/her duties with full regard to the Academy's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

The post holder will be required to comply with all Academy policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

