



Job Role: Responsibility for the pastoral care and academic development of students in Years 12 and 13. The role also entails membership of the school Senior Leadership Team

Reporting to: The Head

Remuneration: Salary TBC. The role involves a 40% reduction in teaching load

Main Duties and Responsibilities:

Pastoral:

1. To lead and support a team of form tutors.
To be responsible for the overall pastoral care of pupils in Years 12-13.
2. To arrange individual parent meetings as and when they are needed.
3. To regularly monitor pupil's achievement and behaviour points and intervene as and when is necessary.
4. In conjunction with the Assistant Head (Pastoral), to be responsible for the development and implementation of the PSHE programme.
5. In conjunction with the Assistant Head, to organise and lead weekly assemblies.
6. To organise the Sixth Form Leavers events post A-level examinations.
7. Attend weekly Pastoral Leadership meetings.

Academic:

1. To use assessment data such as average GCSE scores, ALPS and ALIS to inform an analysis of individual student progress and year group progress as a whole.
2. To identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with teachers and Heads of Department, and then monitor the quality of the intervention.
3. In conjunction with the Pupil Progress Co-ordinator, to take responsibility for organising parents meetings.
4. Work closely with the Head of KS4 and Assistant Head (Pastoral) to ensure a smooth transfer for pupils from Year 11 into Year 12.

University & Higher Education Preparation:

1. To administer the UCAS procedure for applicants from Years 12/13 and the post A level cohort.
2. In conjunction with Sixth Form Tutors to provide a UCAS reference on behalf of the Head Teacher and to see the entire procedure through to its conclusion.
3. To advise applicants and their parents on choice of university/course and personal statements.
4. To lead the UCAS information evenings and A-Level Information evening for Year 11 parents.

Senior Leadership Team duties include but are not limited to the following:

- To support the Head in ensuring the day-to-day smooth running of the School.



Head of Sixth Form Job Description

- To provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices.
- To actively promote the aims of the school.
- To contribute to the development and implementation of the School Improvement Plan.
- To support and attend important school events where required

Signed (employee)

Date

Signed (Head)

Date