

**JOB DESCRIPTION**

**for**

**ASSISTANT HEAD OF YEAR (6th Form)**

**PURPOSE OF POST**

To assist in establishing and maintaining a holistic overview of the development, welfare, achievement and attainment of all students in a Sixth Form Year Group, spanning the two-year Sixth Form cycle (Year 12 to Year 13).

**LINE MANAGER**

The postholder will be responsible to the Assistant Headteacher (16-19).

**CORE RESPONSIBILITIES**

The postholder is line managed by the Assistant Headteacher – Sixth Form and will usually rotate between Years 12 and 13 in successive academic years. All members of the Sixth Form management team will contribute to fostering a caring and positive atmosphere within the Sixth Form and to maintaining its distinctive Jewish ethos, in line with the School’s mission statement, by promoting high expectations among students and staff alike in relation to academic attainment, personal conduct and communal contribution.

The principal focus of the postholder is twofold:

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| • | student conduct and welfare; |
| • | student attendance and punctuality. |

The postholder will be a key member of the Sixth Form Team and assist with major Sixth Form events, develop a good working knowledge of Sixth Form curriculum and of the Higher Education process and provide daily support to the Assistant Headteacher responsible for the Sixth Form and the Heads of Year in the management of the Sixth Form Centre.

The post of Assistant Head of Year carries a considerable degree of responsibility, in addition to the duties set out in the *‘School Teachers’ Pay and Conditions’* Document.

**ASSOCIATED RESPONSIBILITIES AND ACTIVITIES**

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| 1. **Curriculum**
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| * Develop a knowledge and understanding of the post-16 curriculum and the Higher Education applications process and related issues in order to contribute effectively to the School’s team of staff in supporting and advising students appropriately.
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| 1. **Attendance**
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| * Be the lead person in ensuring that students who are absent for a lengthy period of time are provided with work and appropriate support, in conjunction with the Sixth Form’s Administrative Officer responsible for attendance statistics and Heads of Year, to.
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| * Monitor and analyse data relating to the attendance and punctuality of students in the Sixth Form, developing and implementing appropriate systems for this task and reporting regularly to the Head of Year and Assistant Headteacher in charge of Sixth Form. Liaise with parents, Subject Leaders and other colleagues to ensure problems are addressed and dealt with effectively, in order to maximise student achievement.
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| 1. **Students’ Conduct and Welfare**
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| * Liaise, in consultation with the Heads of Year, with appropriate external agencies on matters of student welfare, sharing information with all relevant colleagues, as appropriate.
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| * Encourage positive attitudes to the School community, learning and attendance among Sixth Form students, managing disciplinary issues and sharing day-to-day monitoring of the Sixth Form Centre to foster and maintain an atmosphere in which learning can thrive and the Jewish ethos of the School is maintained.
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| * Contribute to ensuring the health and safety of all Sixth Form students whilst on the School’s premises.
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| 1. **Tutorial Responsibilities**
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| * Be a member of the Tutorial Team of the relevant Year Group, leading his/her own specific Tutor Group and carrying out the prescribed tutorial programme.
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| * Contribute to the development of tutorial activities, assisting the Line Manager in the development of suitable programmes, in liaison with other members of the team.
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| * Assist in the induction and training of new Tutors and in the support of all Tutors in the Sixth Form, contributing, where necessary, to the performance management of staff as required by school policy
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| * Be responsible for organising Tutor Group lists for the relevant Year Group when students enter Year 12 and for any amendments thereafter.
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| 1. **Communication**
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| * Meet regularly with other members of the Sixth Form Team and attend meetings with parents and other colleagues as deemed appropriate.
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| * Assist with Assemblies and meetings of Sixth Form students, including the Sixth Form Committee.
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| * Liaise formally and informally with Tutors and other teaching colleagues about student behaviour, attendance and assessment issues.
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| * Assist with major Sixth Form events (e.g. Induction Week, Parents’ Open Evenings, External Applicants’ Afternoon/Evening and Higher Education events).
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| * Assist in the writing of references.
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| 1. **Other**
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| * Assume other duties which may be reasonably required or delegated by the Headteacher from time-to-time.
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1. **Uphold and, where relevant, promote the Jewish ethos of the School**
* Part of the School’s mission statement states that “*JFS is a Jewish comprehensive school, committed to the development of thoughtful, tolerant, responsible and caring young citizens*”.All teachers, together with their line managers, are asked to respect the Jewish ethos of the School and to seek advice from, and liaise with, appropriate colleagues, e.g. Deputy Headteacher (Jewish Dimension) over any matters pertaining to this ethos.

 **8. Other**

* The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder’s responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School’s Child Protection Officer.
* The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
* The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
* This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* Deputise on occasions for the Assistant Headteacher (16-19).

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| This job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder. |

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Updated 03/2018