**JOB DESCRIPTION**

**Post Title:** Head of Upper School (years 10 and 11)

**Scale:** UPS / MPR + TLR1 (£7,699 for 17-18)

**Start date**: September 2018

**Responsible to:** Assistant Head (Behaviour Management)

**The Role:**

To provide highly effective leadership of the Upper School (Years 10-11) and to foster a culture of high expectations and aspirations; to support students’ personal development and well-being and ensure high standards of learning and achievement for all students. To prepare students fully for the demands of the next stage in their education.

**Key Responsibilities**

* To lead the Upper School providing clear direction and a sense of purpose and leading and developing the aims and ethos of the school
* To have oversight of the behaviour management systems across the Upper School to ensure the highest possible standards of behaviour to support the learning and progress of all students
* To have oversight of the pastoral provision to support the personal development and well-being of all students across years 10 and 11
* To have oversight of student progress within the Upper School, using data and interventions effectively, to enable all students to realise and reach their academic potential
* To provide effective leadership to Heads of Year 10 and 11; and guide and support them in their roles and duties
* To lead the Upper School to the highest standards of professionalism as a role model for colleagues and students

**Specific responsibilities**

* To work with Heads of Year 10 and 11,a team of tutors and the student cohort to create a positive Upper School ethos and a culture of high expectations and aspirations; and to foster our Behaviour for Learning expectations
* To promote these expectations and aspirations through the Upper School tutor programme, assemblies, the reward system, including Gatton Awards and Year 11 Celebration Tea
* To lead and manage Heads of Years 10 and 11 to ensure effective pastoral provision and support for all students within these year groups
* To work with Heads of Year to ensure clear and effective communication to the staff body key issues and concerns relating to the Upper School
* To develop effective communication with Heads of House to support the academic and pastoral progress of boarders in the Upper School
* To lead Heads of Years 10 and 11 in the development and delivery of a cohesive and supportive pastoral programme across the Upper School, including the organisation of a framework for weekly tutor activities; ensuring a focus on skills such as resilience, active citizenship and working with others
* To work alongside the Deputy Head (Academic), Heads of Year and other key staff to ensure that students make a successful transition from Key Stage 3 to key Stage 4 and develop the skills of independent learning to support academic progress
* To work with the Head of Year 11 to oversee the planning and organisation of the Year 11 revision programme; to monitor student attendance, following up where necessary
* To work with the Head of Citizenship and Careers to help support the delivery of the PSHE programme via yearly tutor programmes, assemblies and year group specific events
* To work with the Head of Citizenship and Careers to ensure the delivery of a comprehensive Careers programme across Key Stage 4; providing students with independent advice and guidance for their next steps and ensuring that students are able to make informed choices regarding their post-16 courses
* To be responsible for maintaining a very high standard of behaviour within the Upper School, monitoring and reviewing student behaviour and working alongside the Assistant Head, subject staff, HODs, the social inclusion co-ordinator and the Enhanced Learning Team to ensure effective use of interventions, sanctions and rewards
* To regularly analyse SIMS behaviour and ‘call-out’ data to allow for proactive interventions to be put in place when necessary to support teaching and learning across the Upper School
* To be responsible for the effective use of the report card system within the Upper School, supporting Heads of Year and tutors in its implementation and expectations regarding the process
* To work alongside the Assistant Head (Behaviour Management) to develop a rewards system across the Upper School that celebrates success and ensures a culture high expectations is developed
* To monitor attendance and punctuality within Years 10 and 11 alongside Heads of Year, to promote good levels of attendance and punctuality; checking attendance and reasons for absence and lateness, and implementing sanctions and interventions where appropriate working with the Senior Assistant Head and other relevant staff
* To support Heads of Year in the induction of new students across the Upper School, to help manage “in-year” admissions for new students, working alongside the Admissions Team, students and parents to ensure a successful transition to the school and their GCSE studies
* To work with the Deputy Head (Academic), Assistant Head (Behaviour Management) and Heads of Year to monitor the progress of all students within the Upper School and liaising with subject teachers, HODs and relevant support staff as required
* To work with the Deputy Head (Academic), Assistant Head (Behaviour Management) and Head of Year 11 to regularly monitor the progress of Year 11 students against their MEGs across the year analysing data drops and mock examination results to create targeted intervention plans for identified students
* To work with Heads of Year to use year group data to effectively identify students, or groups of students, who are under-achieving in the Lower School and create and implement effective plans to support the students to make progress; to use data to also identify those students who are making excellent progress and demonstrating a positive attitude to learning and rewarding them
* To work with the Assistant Head (Inclusion) and the Enhanced Learning Team to monitor the progress of key student groups across Years 10 and 11 (including disadvantaged, SEND) and to support their progress through the implementation of intervention strategies as and when necessary
* To work with the Deputy Head (Academic), Heads of Year and the Exams Team to ensure all students within the Upper School are prepared properly for their external examinations; to help oversee the successful completion of these examinations
* To liaise with other colleagues and outside agencies as appropriate
* To build strong and positive links with parents/carers to ensure the partnership with home supports students’ learning, progress and personal development
* To be present at key events of the Upper School, including Parents Evenings, Year 11 Leavers Assembly and Year 11 Prom
* To work with Head of Year 10 to review the existing tutor grouping to ensure they support a positive transition into the next academic year, moving students where necessary

**Other**

* Undertake professional development as agreed with school leaders
* Perform additional duties and tasks required for the effective operation of the school as directed by the Headmaster
* Undertake other various responsibilities as directed by the Headmaster
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* To contribute to the overall ethos and aims of the school;

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.

**Person Specification: Head of Upper School**

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * Good Honours Degree
* Recognised Teaching Qualification
 | * Additional qualifications/ training
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| Experience | * Excellent classroom practitioner with understanding of high quality teaching and learning
* Experience as a form tutor or in a pastoral role
* Experience of leading and developing a team
* Experience of raising attainment
 | * Experience as a Head of Year
* Experience in more than one school
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| Leadership and management | * Effective team worker and leader
* High expectations for accountability and consistency
* Ability to create and lead development within pastoral provision
* Ability to manage change
* Ability to enable others to achieve success
 | * Experience of data tracking and leading intervention on a cohort wide scale
* Knowledge of the new accountability measures at Key Stage 4, including Progress 8 and Attainment 8
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| Personal | * Commitment to regular and on-going professional development
* Good communication, planning and organisational skills
* Hardworking
* Enthusiastic
* Resilient
* Ability to inspire and lead others
* A strong team player
* Good sense of humour
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