**NORTHWOOD SCHOOL**

**JOB DESCRIPTION**

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| **Job Title** | Deputy Head of Sixth Form |
| **Pay Scale** | MPS/UPS +TLR 2a |
| **Responsible to** | AHT Head of Sixth Form |
| **General Responsibilities** |
| 1. Be responsible for the academic and pastoral development and progress of students in one year group (initially year 12).
2. Be responsible for developing, managing and overseeing the Northwood Diploma for year 12 ensuring that all students are engaged in developing their skills and experience outside of their A Level / Level 3 studies.
3. Ensure year 12 are properly inducted into the sixth form, plan for a smooth transition from year 11.
4. Working with the Head of Sixth and Sixth Form Coordinator, oversee the UCAS / Apprenticeship programme for year 12, ensuring that all students have outlined a clear path for post-18 progression by the end of their first academic year in sixth form and have begun to complete applications for further study/apprenticeships by the end of year 12.
5. Work with the Head of Sixth to manage both the people and resources associated with the year group, ensuring the provision of excellent pastoral and academic support.
6. Work with the Head of Sixth Form to develop a strong and clear vision for the sixth form, giving clear direction to work, identifying key areas for improvement and planning appropriate actions to meet them.
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| **Academic and Holistic Progress** |
| 1. Monitor the quality of learning experienced by the year group through discussions with staff and students, regularly visiting lessons for pupils of your own year group.
2. Monitor the regular setting of independent work. Regularly check that students are organising themselves and their work effectively.
3. Monitor pupil behaviour, attendance and achievement in consultation with key staff decide on appropriate, sanction, intervention and reward where appropriate.
4. Report to LG links on progress of year group and individuals.
5. Work with the Head of Sixth Form to ensure the effective delivery of the PSHCE curriculum.
6. Work with the Head of Sixth to monitor, oversee and develop the Northwood Diploma for your year group including:
* extended learning opportunities and a chance to develop intellectual curiosity
* Work experience, UCAS and career preparation
* Enrichment opportunities and a chance to participate in the leadership of clubs
* Community service - both within school and in the community
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| **Leadership and Management** |
| 1. Deputise for the Head of Sixth, stepping up to lead the sixth form on occasions where necessary.
2. Work with the Head of Sixth to manage the tutor team for your year group, providing guidance, training and encouragement, setting the agenda for tutor meetings, and monitoring their performance.
3. Have an overview of all the different care and guidance for students eg learning mentor, SENCO, TAs etc.
4. Provide a link for parents, tutors/mentors, SENCO, teachers, Heads of Departments, Leadership Group and external agencies.
5. Oversee students on Office Hours and, in collaboration with the Sixth Form Coordinator, make contact with parents when necessary.
6. Advise the Headteacher/Assistant Headteacher when there is a need for a fixed term exclusion.
7. Work with the Head of Sixth and Sixth Form Coordinator to provide a varied and proactive range of assemblies and talks.
8. Work as part of the Care and Guidance team: share good practice and information acquired from courses.

9. Use the schools rewards system to promote student achievement and self-esteem.10. To work with the Head of Sixth to write and review the Sixth Form Development Plan.11. To play a key role in promoting and organising the school’s House System. |
| **Administration** |
| 1. Organise a framework for daily tutorial activities. This includes both day to day administrative tasks (signing Northwood Diploma booklets, checking absences) and year specific tasks (preparation for exams, options, self-monitoring of achievements).
2. Work with the Head of Sixth to co‐ordinate events such as Parents Evening, Options Evening, Open Evening.
3. Have an involvement in policy development and decision making across the school.
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| **Teaching** |
| Undertake an appropriate programme of teaching of main/upper pay scale teacher. |
|  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 the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 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 school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**