



# The Totteridge Academy

The best in everyone™

Part of United Learning

## JOB DESCRIPTION

**Post:** Director of Learning (Y12/Y13)

**Responsible to:** Director of Sixth Form

**Salary Range:** [Highly competitive salary]

*NB: Please specify in your application if you have a preference for a particular year group (Y12/Y13)*

### Purpose:

- To support the vision, ethos and policies of the school and promote high levels of achievement in the Sixth Form
- To provide high quality pastoral care for all students in the Sixth Form
- To support the Sixth Form team in ensuring all students in the Sixth Form can progress to ambitious destinations and pathways
- To support all staff in achieving the priorities and targets that the school sets, and monitor the progress of those which relate to the Year Group
- Ensure parents are well informed about the curriculum, progress, attainment and pastoral provision of students in their Year Group

### Main Core Duties:

- To be responsible for the pastoral care of pupils in a Year Group, ensuring high standards of attendance, punctuality and behaviour within the Sixth Form
- Support the Director of Sixth Form (DoSF) in 1-1 target setting meetings with students identified as underachieving or requiring additional pathways guidance
- Design (with DoSF), implement, and manage the system that monitors student performance against these targets, collect feedback from subject teachers, and report back to DoSF on progress
- Organise timetable for study in the Sixth Form area, monitor attendance, and ensure consequences for non-compliance
- Liaise with parents with regards to the work, achievement, behaviour, attendance, or other issues involving individual students
- Support subject teachers with parental progress meetings for KS5 pupils where necessary
- Lead reintegration meetings following exclusions where necessary
- Conduct regular duties in the Sixth Form study space
- Create resources for tutor time as per direction from the DoSF
- Conduct learning walks and provide feedback to tutors to continuously raise standards in form time
- Write Place2Be referrals for students needing support with mental health
- Contribute to weekly briefings as requested by the DoSF
- Support with key events including Open Evening and Pathways Day
- Support with organising and running Y11 engagement activities linked to Sixth Form recruitment
- Liaise with SENCo regarding access arrangements for KS5 students
- Design and implement ad hoc activities to support students' development (Study Weekenders, Night School etc)
- Support the running of extracurricular wellbeing and sporting activities as per needs of the year group

**Principal:** Chris Fairbairn

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