

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

<b>Post Title:</b>	Deputy Head of Sixth Form (in charge of either Year 12 or Year 13)
<b>Scale:</b>	UPS / MPR + TLR2 (£5, 901 for 20-21)
<b>Responsible to:</b>	Director of Sixth Form
<b>Start date:</b>	September 2021

### The Role

To provide outstanding leadership across the Sixth Form with specific responsibility for either Year 12 or Year 13. To foster a culture of high expectations and aspirations; to support students' personal development and well-being and ensure the highest standards of learning and achievement for all students.

The Role is a full-time role with the post-holder teaching 21 periods per week. (the full-time loading with no positions of responsibility being 29 periods)

### Key responsibilities

- To work with the Director of Sixth Form to shape a vision, ethos and direction for the Sixth Form, setting out very high expectations and with clear focus on progress, attainment and student well-being.
- To lead a year group providing clear direction and a sense of purpose and leading and developing the aims and ethos of the Sixth Form
- To lead the relevant tutor team to ensure the highest possible standards of achievement, progress, personal development and well-being for all students in the Sixth Form.
- To monitor student progress, behaviour and attendance and work closely with tutors, the Director of Sixth Form, the Enhanced Learning Team, Heads of Departments, Heads of Houses and members of the Senior Leadership Team to improve student progress and attainment
- To work with the Director of Sixth Form and Heads of Department in the drive to improve progress and attainment
- To work with the Director of Sixth Form to ensure that the Sixth Form Study Centre (Sunley) runs smoothly and is effective in meeting its purpose
- Build strong and positive links with parents to ensure the partnership with home supports pupils' learning, progress and personal development

## Specific responsibilities to be allocated by Director of Sixth Form

As Head of Year 12	As Head of Year 13
<ul style="list-style-type: none"> <li>• To take responsibility for the development and implementation of PSHE across the Sixth Form</li> <li>• To take responsibility for international Applications to Post 18 Educational Institutions</li> <li>• To Take responsibility for Apprenticeship Applications. Providing students with information to inform their choices and developing the skills required to take this pathway</li> <li>• To take a leading role in the development of an inclusive pastoral and academic induction program at the start of year 12 working closely with the DoS, department Head and HoH</li> <li>• To lead on Year group specific out of school enrichment trips</li> <li>• To support HoDs with Academic intervention</li> <li>• To support students' pastoral wellness</li> <li>• To monitor the progress of students on the GLA across the Sixth Form, working with Deputy Head for Co-curricular and Community and Director of Sixth Form and leading the relevant tutor teams</li> </ul>	<ul style="list-style-type: none"> <li>• To take responsibility for the UCAS process ensuring staff (tutors) are well schooled in the application process and students are aware of their options regarding undergraduate study – working with HoDs to develop this where necessary. Also ensuring students are supported throughout their application.</li> <li>• To take responsibility for the development and implementation of PSHE across the Sixth Form</li> <li>• To take responsibility for supporting tutors in the delivery of information pertaining to the world of work and adult life: Pay, working conditions, Mortgages, taxes and alike</li> <li>• To lead on Year group specific out of school enrichment trips</li> <li>• To support HoDs with Academic intervention</li> <li>• To support students' pastoral wellness</li> <li>• To take responsibility for student voice within Sixth Form</li> </ul>

### Other responsibilities

- To develop and implement a tutor programme which embodies the Sixth Forms' culture and ethos.
- To lead tutors in the delivery of an outstanding tutor programme, including the organisation of a framework for daily tutor activities, and to ensure its effectiveness
- To support in the delivery of a wellbeing focused initiative across the school year in tutor time

- To spend 1 timetabled period a week with the students in your Year group who need more support (academic and/or pastoral). This will take the form of a study support lesson
- To take responsibility for the development and implementation of a lecture programme which is tailored to the needs of the relevant year group and delivered through tutor time and one tutor period a week
- To work with the Director of Sixth Form, the Deputy Head: Boarding and Pastoral and Assistant Head to maintain sound discipline with the School's agreed procedures
- To be responsible for maintaining a very high standard of behaviour within the year group, monitoring and reviewing student behaviour, appearance, punctuality and attendance and working alongside the Director of Sixth Form, Form Tutors, subject staff, Heads of Departments and house staff to ensure effective use of interventions, sanctions and rewards
- To work with the Deputy Head Academic and Director of Sixth Form to monitor the progress of all students within the year group and liaising with subject teachers, Heads of Department and relevant support staff as required
- To identify and support bursary students in your year group with half termly meetings and assessments of their needs to ensure successful completion of their program of study
- To use the year group data to identify effectively identify students, or groups of students, who are under-achieving in the year group and create and implement effective plans to support the students to make progress
- To work with the Enhanced Learning Team to monitor the progress of key student groups (including disadvantaged, SEND) and to support their progress through the implementation of intervention strategies as and when necessary
- To work with the Director of Sixth Form on the Senior Prefect selection process.
- To work with the Director of Sixth Form on the induction and enrolment of incoming Year 12 students with the Deputy Head of Sixth Form with responsibility for Year 12 to lead on the induction program for incoming Year 12 students
- To attend promotional opportunities to advertise the Sixth Form and work with the Director of Admissions and Marketing and their team to look for new opportunities to maintain and encourage high calibre students to the School
- Deputy Heads of Sixth Form need to be available from the publication of GCSE results and A Level results.
- To work with the Director of Sixth Form on the induction of incoming Year 12 students and the transition from Key Stage 4 to Key Stage 5, this includes being available for any necessary enrolment days.
- Work with the Sixth Form team to organise relevant end of year events, taking responsibility for specific events as directed by the Director of Sixth Form
- To work with the Director of Sixth Form in organising and running an induction programme for in-coming Year 12 students
- To work with the Director of Sixth Form on developing strategies to help 'bridge the gap' between Key Stage Four and Key Stage Five

- To work with the Director of Sixth Form, the Key Stage 4 team, the Head of Careers and Director of Admissions and Marketing on recruitment of students into Sixth Form
- To attend events which represent and demonstrate the ethos and vision of the Sixth Form and the School

**Other**

- Actively contribute to the co-curricular life of the School
- 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
- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate
- Contribute to the overall ethos and aims of the school
- Commitment to the principles of the Foundation of the School

**Person Specification:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree in a relevant subject</li> <li>• Recognised Teaching Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications/ training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with understanding of high quality teaching and learning</li> <li>• Experience of successful teaching of A Level</li> <li>• Experience as a form tutor or in a pastoral role</li> <li>• Experience of raising attainment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading and developing a team</li> <li>• Experience in more than one school</li> </ul>
Leadership and management	<ul style="list-style-type: none"> <li>• Effective team worker and leader</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of data tracking</li> </ul>

	<ul style="list-style-type: none"> <li>• High expectations for accountability and consistency</li> <li>• High expectations of self and others</li> <li>• Ability to create and lead development within pastoral provision</li> <li>• Ability to manage change</li> <li>• Ability to enable others to achieve success</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Sixth Form accountability measures including L3VA and Alps</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Commitment to regular and on-going professional development</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• Good communication, planning and organisational skills</li> <li>• Hardworking</li> <li>• Enthusiastic</li> <li>• Resilient</li> <li>• A strong team player</li> <li>• Good sense of humour</li> <li>• Ability to inspire and lead others</li> </ul>	

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.