

**Job Description – Assistant Head of Sixth Form (Year 12)**

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| **Postholder** |  |
| **Post Title** | Assistant Head of Sixth Form (Year 12) |
| **Postholder Reports to** | Assistant Headteacher Link: Sixth Form |
| **Scale/Salary** | TLR 2c |
| **Teaching Responsibility** | 16/17 hours (refer to STPCD and Staff Handbook) |
| **Responsibilities specific to post** | **To establish an appropriate learning ethos and expectations for a year cohort of students.**   * To be a consistent and visible presence within the Sixth Form and in particular the year group in order to effectively maintain a positive and supportive ethos. To play an active role in improving the attitudes of individual students in the school and to liaise with staff, parents and other agencies in order to achieve this. * Ensure that the Sixth Form learning climate is positive, calm and ordered * To ensure that students in the year group have a voice in the running of the Year Group and the school, specifically through overseeing the Sixth Form Council with other pastoral colleagues. * To oversee the Sixth Form reward system in order to ensure that achievement is promoted and rewarded in the year group. * To oversee the effective communication of positive and negative conduct with parents and other agencies where appropriate.   **To establish high attendance rates for all students in the year group.**   * To monitor the attendance of all students in the Year Group and develop strategies, alongside all pastoral colleagues, to raise attendance on an individual and collective level. * To oversee the communication of attendance to families and other agencies where appropriate.   **To maximize academic achievement for a year group of students**   * Support line manager with the implementation of the appropriate key stage raising achievement strategy * Monitor individual student progress across the curriculum in order to reward achievement and to identify under-achievement, the attendant barriers to learning and an intervention strategy to address these. * To support the Head of Sixth Form in IAG work across the Sixth Form to ensure that students are prepared for the next steps in their lives as adults. This includes UCAS, Apprenticeships and employment opportunities. * Monitor the use of the Student, Parent and Homework Apps and to alert line manager to specific issues; to monitor homework / coursework patterns and alert line manager to specific issues   **To lead and line manage a team of tutors and a Guidance Manager, overseeing the discharge of their pastoral duties in order to ensure that they contribute effectively to the expectations of the school.**   * Monitor the work of a team of tutors to ensure that they are fulfilling their duties in areas of registration, implementing the Sixth Form Behaviour for Learning policy and mentoring their tutees. * Identify and react appropriately to issues impacting upon the safeguarding of students. * Liaise with parents / carers and other agencies * To oversee the delivery of the Personal Development and Enrichment curriculum in the Sixth Form   **Sixth Form Transition**   * To oversee, alongside the Head of Sixth Form, the promotion of Sixth Form opportunities to students in Years 10 and 11, at Park View and beyond * To ensure that students arriving in the Sixth Form are supported through good quality transition to ensure they can be successful on entry and throughout their time in Sixth Form. |
| **Responsibilities: Other** | This is not a comprehensive list of all tasks that the Assistant Head of Sixth Form will carry out. The post holder will be required to do other duties appropriate to the level of the role, as directed by the Headteacher, based upon areas of ability, experience and school priorities. |

This job description may be amended at any time in consultation with the post holder.