



**Head of Year: Sixth Form  
Job Description  
TLR 2B**

**TITLE AND GRADE OF POST**

Head of Year: TLR 2B

**AIM OF KHS**

The aim of Kesgrave High School is to provide an environment where our pupils feel safe, secure, nurtured and are encouraged to grow. This positive and inclusive nature allows our youngsters to be able to reach their full potential across their own individual range of abilities and talents.

**PURPOSE OF JOB**

To provide professional leadership and management for the Year group, ensuring:

- High standards of behaviour, learning and achievement for all students

**CONTRACT TERMS AND DUTIES**

This job description should be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document. Teaching commitment is 18 out of 30 periods per fortnight.

**ACCOUNTABLE FOR**

Students in the relevant year group  
Tutor team

**ACCOUNTABLE TO**

Assistant Headteacher: Director of Sixth Form

In addition to the roles and responsibilities of a main scale teacher a TLR post holder must also ensure their role:

- (a) is focused on teaching and learning;**
- (b) requires the exercise of a teacher's professional skills and judgement;**
- (c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;**
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and**
- (e) involves leading, developing and enhancing the teaching practice of other staff.**

**The roles and responsibilities for all TLR holders at KHS are amplified in appendix 1 to this document. This TLR job specification should be reviewed annually as part of the Performance Management Process and/or if there are any significant changes to the role / personnel.**

**In addition to the responsibilities amplified in appendix 1 this specific TLR also includes the following responsibilities:**

- To ensure the efficient and smooth running of the year.
- To establish and maintain an atmosphere of caring within the year and a concern for the individual.
- To ensure the effective delivery of Form Time and PSHEE programme.
- To ensure that tutors have the skills to provide the appropriate care and support to the students in their care. To help, advise and support the form teachers in the execution of their duties.
- To be concerned for the welfare of both tutors and pupils.
- To provide leadership for pupils within the year. The Year Leader is the 'authority' figure from which the pupils derive their impression of the ethos of the school.
- To demand, monitor and intervene to ensure high standards from students in punctuality, attendance, dress, behaviour, achievements, etc.
- To monitor attendance and ensure that protocol over issues of attendance is followed.
- To work with your coach and others in the pastoral and leadership team to ensure that strategies are employed to improve the educational outcomes for all students.
- To attend Pastoral Committee meetings.
- To lead form teachers' meetings to ensure a high quality of pastoral care; to keep tutors informed of decisions and proposals, provide a forum for exchange of views and to review the progress of cohorts and individuals.
- To encourage and to organise year functions and activities which foster the community spirit of the year.
- To liaise with the Student Support Officer for the Sixth Form with regards to student support, as to whether they can be dealt with internally or whether outside help is needed.
- To provide the leadership team with any information required by outside agencies and be prepared to liaise with and write reports, personally, for outside agencies.
- To contact and interview parents when necessary.
- To lead the induction of new pupils to the school into their year.
- To be familiar with the information on the pupils' computerised records and to oversee the maintenance of pupil's records. To ensure that new tutors are familiar with the records of their pupils and know how to keep them up to date.
- To write reports on pupils for whosoever might require them - Head teacher, Deputy Heads, outside agencies, transferring pupils.
- To ensure good behaviour of pupils within and outside school.
- To instigate and monitor the effectiveness of pastoral-based interventions including lesson report etc liaising with parents and carers, school staff and external agencies as necessary.
- To monitor and evaluate the work of pupils through formal and informal processes and to analyse the latest academic data on pupils, interpret the data and execute any actions felt necessary as a result of this analysis.
- To ensure an overview of year reports and Parents' Evenings.
- To liaise with the Heads of Department on such matters as difficulties over homework, indiscipline, etc

- To provide support for recruitment of students into the Sixth Form, including internal and external events and interviews.
- To provide support for the transition process, including GCSE and A Level results day and subsequent enrolment processes.
- To work with the Sixth Form administrators to ensure the effective monitoring and processing of all aspects of Sixth Form life.
- To work with the Careers, Advice and Guidance Lead to ensure that students all have access to a range of opportunities and support with regard to their next steps and future pathways.
- To ensure that students are supported in completion of applications for university, apprenticeships and employment for your year group, including working with form tutors. To review or write references as required for students.

Much of the day-to-day administration and two-way communication will be channelled through the form tutor system and it is the Head of Year who must set up systems and communication best suited to these ends. Therefore the Head of Year has the right to expect that the year team will execute their duties promptly and efficiently.

You will be coached by a member of the Leadership Team.

## **Appendix 1 – Amplification of KHS roles and responsibilities for TLR holders**

### **KEY RESPONSIBILITIES**

#### **PURSUING EXCELLENCE**

- To ensure a well-focused improvement plan is implemented yearly which is based on robust self-evaluation
- To ensure the consistent application of school and departmental policies and procedures
- To encourage and model effective communication with all stakeholders so that pupils, parents and staff are committed to our vision
- To encourage collaboration and therefore mutual respect and courtesy by staff towards each other and pupils thus maintaining high morale
- To ensure you and the department keep abreast of National data, research and pedagogy
- To take a lead role in raising the standards of achievement and behaviour in your year group
- Supporting and taking assemblies which inform, engage and inspire students

#### **MONITORING AND EVALUATING**

- To monitor and track students' progress (discuss the progress of students and share information, intervene where necessary)
- To assess results and change strategies where needed (share the analysis of results across the department and put strategies in place to address weaknesses)
- To analyse students' outcomes with 'outstanding' attainment and achievement as the aim (set with the schools challenging targets ensuring they are clear to all teachers and revisited termly)
- To analyse and evaluate the achievement and progress of all groups of pupils across key stage 5 , including those for those for whom the pupil premium provides support, relative to other schools nationally (in conjunction with school provided data)
- To ensure that marking / feedback to students is of a high quality (ensure the school monitoring schedule is clear to teachers in your subject area, ensuring clear feedback and targets are given)
- Initiating and co-ordinating, when necessary, Sixth Form contracts, support plans, reports and any other support strategy to help students modify inappropriate and/or poor behaviour
- To seek the views of students and parents yearly to monitor satisfaction
- Monitoring attendance ensuring reasons for absence
- Meeting with parents, external agencies and other professionals as and when necessary
- Ensuring that, where appropriate, staff are fully aware of student's individual problems and health difficulties
- Liaising with the Learning Support Team to maintain a detailed knowledge of students in the sixth form on the SEND register
- To promote the safeguarding of all students at all times and to ensure issues of this nature are shared with the safeguarding team
- To ensure the year team adheres to the school meetings structure
- To ensure the year group is fully represented at whole school events

## **PERFORMANCE MANAGEMENT AND IMPROVING TEACHING**

- To offer support sessions to staff for subject specific skills – academic and pastoral (creating opportunities for CPD within the department that all staff contribute to)
- To introduce new T&L ideas to the Year team (and create opportunities for others to do this) which will improve academic standards, holistic welfare and social and emotional development of students
- To support the development of subject knowledge (recommend ideas / further reading for staff and distribute material for reading / advise on research)
- To provide specific strategies for teachers to improve teaching in collaboration with Leadership (offer suggestions and/or mentoring to teachers for alternative teaching strategies during feedback and ensure you model best practice)
- To contribute to the performance management of tutors through liaising with Director of Sixth Form
- To lead training and offer support sessions to tutors for the delivery of PSHEE, enrichment and tutorial activities
- To encourage the use of new technology where appropriate (encouraged this in the subject area or use the expertise of the teachers around you to share good practice)
- To ensure that where concerns are raised with regard to other members of staff that these are shared with the HOD, or members of the senior leadership team

## **CURRICULUM AND BEYOND**

- To evaluate the curriculum yearly to ensure that it provides opportunities for high quality learning and is broad and balanced (Ensure you evaluate this to ascertain if it creates opportunities for high quality learning)
- To create opportunities for exciting and inspiring enrichment and support for students (Ensure the department is running exciting trips which enrich the curriculum, or use other means to do so)
- To lead the implementation of exciting and effective revision / support programmes for all students (ensuring students have revision guides and that the relevant staff have worked on effective revision)
- To support pupils enabling them to make progress in reading, writing and mathematics
- To promote the spiritual, moral, social and cultural development of all pupils

## **DEPARTMENTAL AND PASTORAL ADMINISTRATION**

- To oversee the completion of exam documentation
- To oversee cover set for long term staff absence within the department
- Liaise with Cover supervisors, Supply Teachers and external agencies when appropriate
- To successfully manage the budget and capitation within the department
- To ensure students reports are free from errors and completed on time for the department
- To ensure you are fully prepared for coaching meetings
- To ensure that appropriate records are kept of meetings with other stakeholders
- To ensure that incidents with students are investigated and record kept