

JOB DESCRIPTION

Job Title: Deputy Head of Sixth Form

Pay Scale: MPS/UPS+ TLR 2A

Line Manager: Head of Sixth Form

Main Purpose of Role:

The Second in charge of Sixth Form will deputise for the Head of Sixth Form as required and will be supported by the Sixth form Pastoral and Attendance Team.

The core duties and responsibilities of the Second in Charge of Sixth Form, in addition to the teaching role requirements, include but are not limited to the following: leading and developing the individual life preparation for Post 16 and 18. Leading on the academic monitoring of sixth form students and liaising closely with the Pastoral Manager and Study and Attendance Supervisor.

As a key member of the school's Middle Leadership Team, the Second in Charge - Sixth Form will contribute to the overall leadership and management of the school, be active in promoting its aims, and supporting an ethos that promotes achievement and high standards.

Deputy Head of Sixth Form will report to the Head of Sixth Form.

Main Duties and Responsibilities:

Academic Guidance

- To Lead on the Academic Progress of the Sixth Form.
- To support the Head of Sixth Form and Data Manager with the census and course manager as required, ensuring all sixth form students are allocated on the correct courses prior to the census deadline.
- To ensure staff are advised regarding national developments with reference to university policies, careers, and specific areas of Sixth Form curriculum.
- To support with the management of the Sixth Form supervised study areas in and around the school.
- To participate in academic lesson walks.

Personal Development

- To lead on the implementation of the Year 12 Tutorial Programme.
- To support the Year 12 Work Experience Programme with the support of the Pastoral Manager and Careers Team.

- To lead on Sixth Form student voice and surveys.

Pastoral Care of Students within Key Stage 5

- To support on the pastoral wellbeing and lead academic progress of the sixth form cohort.
- To work in conjunction with the pastoral team to ensure the attendance and punctuality for Sixth Form is at the required 95%
- To attend when necessary, inclusion meetings regarding student concerns and well-being.
- To support and lead, when required the Sixth Form detention system.
- To support and promote parent engagement within the Sixth Form.
- To uphold whole school policies.

Promoting and Safeguarding the Welfare of Children and Young People

- To promote and safeguard the welfare of all students, but with a focus towards those students within Key Stage 5
- To assist the Designated Safeguarding Lead in ensuring that all aspects of the school's 'Safeguarding Children' Policy are enacted as described.

Administration of Key Stage 5

- To provide references for students as situations dictate
- To promote The Chase Sixth Form amongst both internal and external prospective students.
- To work with the Pastoral Manager to ensure 16-19 bursary is being targeted most efficiently to support engagement and academic progress.

Student Behaviour Management

- With Senior Leadership Team, Faculty Leaders and Subject Leaders, to provide collective leadership on the management of behaviour of students within Key Stage 5, including the identification of possible factors influencing harmful behaviour, the determination of pro and reactive support to change behaviour and the identification and management of suitable sanctions as required.
- Under the guidance of the Assistant Headteacher Head of Sixth Form to collectively lead on strategies to prevent and challenge harmful behaviour amongst students

Liaison with Parents

- To serve as primary contact with parents of students within Key Stage 5 concerning academic progress

The post-holder may be required:

- To undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training