



## Head of Key Stage 4

Start Date: September 2025

Reporting to: Designated member of the Senior Leadership Team

### Job Overview:

We are seeking a dynamic and results driven Head of Key Stage 4 to lead the academic progress, pastoral care, and personal development of students in Years 10 and 11. This pivotal role is focused on ensuring excellent GCSE outcomes, supporting students to fulfil their academic potential, and creating a culture of high standards, aspiration, and resilience.

The successful candidate will lead on monitoring data, identifying underperformance, and coordinating timely and impactful interventions. They will work closely with staff, families, and external partners to provide tailored support and guidance, ensuring every student is prepared to succeed in their examinations and transition confidently into further education or training.

As a key leader in the school, the Head of Key Stage 4 will model and embed our RAISE Values and the PSA Way in every aspect of their practice, combining a deep understanding of data with a strong pastoral presence and unwavering commitment to student achievement.

### Key Responsibilities:

- Set the standard of high-quality education in the school by teaching excellent lessons
- Lead the academic progress, pastoral care, behaviour, attendance, and wellbeing of students in Key Stage 4
- Monitor progress data rigorously and implement targeted academic interventions to secure excellent GCSE outcomes
- Work with subject leaders and classroom teachers to raise attainment and close achievement gaps
- Uphold high standards of behaviour, conduct, and attendance in line with school policies
- Lead and support Heads of Year/s and a team of tutors, ensuring consistency, rigour, and high expectations
- Oversee the tutor time programme, including personal development, revision strategies, and post-16 preparation
- Plan and deliver purposeful and motivational Key Stage 4 assemblies
- Model and embed the school's RAISE Values in all aspects of leadership
- Champion and uphold the PSA Way in every interaction and initiative

### Person Specification to be assessed at application and interview:

- Proven track record of improving outcomes at KS4, particularly in raising GCSE attainment
- Strong analytical skills and experience using data to inform strategic interventions
- Excellent organisational and time management skills
- Ability to lead and develop a team of form tutors effectively
- Proven experience implementing behaviour and attendance strategies at KS4
- Ability to build effective relationships with students, staff, parents, and external agencies
- Empathy, resilience, and a relentless commitment to student success

### How to Apply:

Complete an application form available on our vacancies page of our website or submit your application through the DfE Teaching Vacancies portal.