

Torquay Girls' Grammar School



Name:	-
Job Description:	- Head of Year 12
Salary Range:	- Grade F
Responsible to:	- Head of Sixth Form
Job Purpose:	- To provide excellent pastoral support for students and promote high standards with regards to personal development and achievement.

Student Curriculum and Progress

- To monitor the academic progress of the year by following up data drops, CFC, and parents' evenings.
- Supporting the merits and praise system.
- To oversee, support and share in the year's academic mentoring and intervention procedures so that the schedule for supporting students is maintained.
- To be responsible for a support the planning, delivery and evaluation of the Year 12 tutorial programme.
- To be responsible for the delivery of the Year assemblies.
- To oversee and monitor tutor delivery in conjunction with Head of Sixth Form.
- To ensure Year 12 students are on the correct A Level courses and coordinate any option changes.
- To support with UCAS to include; organising UCAS information events, support with drafting references and reviewing drafts of personal statements.

Student Welfare

- To be responsible for the general welfare of pupils within the year group.
- To know all students in the year group and to be available to give support and guidance with the Form Tutor.
- To be responsible for the enforcement of the behaviour code for pupils in the year group.
- To manage student attendance and punctuality and act appropriately in cases of non-attendance or persistent lateness.
- To be the First Aider for your year group and provide cover if required.
- To support the welfare of Year 13 students when required.

Communication and Liaison

- To liaise with parents in conjunction with the Head of Sixth Form.
- To liaise with DSL and relevant staff regarding safeguarding issues.
- To be responsible for the maintenance of all student records/data and transfer of data when students leave or transfer.
- To liaise with relevant services e.g. Education Social worker, Attendance officer, Educational Psychologist, CAMHS, Social Services, Community Police, Safeguarding personnel, CBT therapist.
- To meet regularly with Head of Sixth Form and other Pastoral staff.

- To be an effective communicator between tutors, subject teachers and senior management.

Administration

- To organise and lead the Year 12 induction programme.
- To coordinate the induction of international students in Year 12, liaising with relevant agencies.
- To organise and attend the Year 12 Parents Information Evening and Parents Evening.
- To organise regular meetings with tutors (set agenda, chair and distribute minutes to the team, and Head of Sixth Form).
- To be responsible for the admission of mid-term students to the year group.
- To manage the Head of Year budget.
- To provide pastoral administrative support to Head of Sixth Form.
- To manage/organise and lead challenge days and other non-academic trips and visits for Year 12.
- To coordinate administration relating to the 16-19 bursary.

Recruitment and Retention

- To attend GCSE results day and support with the enrolment of students into Year 12, including allocating students into tutor groups.
- To support with planning and attend sixth form open events.
- To support with other key activities which support recruitment and retention of Year 11 students into Sixth Form.

General Duties

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy.
- To attend Morning Briefings when required and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: