**THE GRANGE SCHOOL**



**Sixth Form Year Team Leader**

**Job Description and**

**Person Specification**

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**THE GRANGE SCHOOL**

**JOB DESCRIPTION**

**SIXTH FORM YEAR TEAM LEADER**

The co-ordination and leadership of learning for Year 12 and 13 is at the centre of the Sixth Form Year Team Leaderrole.

The Year Team Leader and their teams operate at the centre of the school to support learning and to give students the confidence to be ambitious and to succeed.

The Year Team Leader will have primary role as teacher of a subject within The Grange School with additional responsibilities explained below.

**Responsible to**: Assistant Headteacher with the responsibility for Sixth Form.

**JOB PURPOSE**

* To ensure the well-being of students and staff.
* To ensure that the focus of the pastoral system is on raising achievement and the physical and mental well-being of the students.
* To proactively track students’ progress and learning.
* To be ambitious for every student and to raise individual aspirations.
* To support, hold accountable, develop and lead a team of tutors.
* To support and prepare students for their next steps after Sixth Form.

**KEY RESPONSIBILITIES**

* To nurture a team spirit and Sixth Form ethos, setting and maintaining high expectations and standards. Promoting and maintaining a positive climate for learning.
* To forge strong links between home and school to create a dynamic and supportive relationship.
* To support the development of a meaningful and dynamic curriculum which supports learning and empowers students for life beyond school.
* To have a commitment to enrich the experiences of the Sixth Form students though a suitable tutorial programme.
* To build a strong and supportive team of tutors based on excellent communication and shared good practice.
* To make a major contribution to the main aim and purpose of the school that places learning at the centre.



**DUTIES**

**Student Well Being**

* To establish and promote good relationships with every student within the Sixth Form.
* To promote and develop a close partnership with parents/carers.
* To encourage participation in The Sixth Form Leadership Team so that the students may contribute to the development and the direction of The Grange School.
* Co-ordinating the work of student learning mentors, school buddies or prefects across the school.
* To liaise with external agencies to support students.
* To work with other Year Team Leaders in developing an effective programme of assemblies and enrichment activities.
* Liaising with the Support for Learning Department to co-ordinate and organise the individual learning, counselling, welfare and discipline of identified individual students.
* Organising the induction programme for students new to the school, including placing students into forms and monitoring individual student’s progress during the induction period into the school.
* Contributing to the evaluation and planning of Enrichment activities.
* To jointly produce a termly year team pastoral report.

**Student Progress**

* To establish systems to monitor individual student progress.
* To respond creatively to identified student needs.
* To co-ordinate all communications with parents, including parents’ evenings.
* To maintain a comprehensive and up-to-date student file on each student, containing records of achievements, sanctions, contacts with parents, etc.
* To support tutors in the use of school’s attainment data to evaluate student progress and respond accordingly.
* Identifying and supporting students who are under achieving across the curriculum.
* Identifying and supporting students who are under achieving in particular subject areas.



**Student Behaviour and Attendance**

* To ensure the school’s Behaviour Policy is fully supported and implemented across the Sixth Form.
* To monitor and analyse student behaviour data, identifying areas of concern and taking appropriate courses of action to support students.
* To ensure the school’s Anti Bullying policy is fully supported and implemented across the Sixth Form.
* To actively monitor the system of rewards and sanctions.
* To actively promote and participate in the introduction and development of “Restorative Justice” across the Sixth Form.
* Implementing individual support systems including Personal Support Plans (PSPs) and Individual Behaviour Plans (IBPs) for students in the Sixth Form.
* Implementing the schools policy and procedures with regard to Internal and External exclusions, including the reintegration of students back into school following exclusion.

**Staff Management**

* To develop systems of communication which enhance the effectiveness of staff and students
* To establish, with other Year Team Leaders, a pattern of social events designed to place the school at the heart of the community and enrich the experiences of the students
* To ensure that the Form Tutors fulfil their administrative duties, e.g. registration, attendance, homework, and uniform checks etc. in line with school policy.
* To organise calendared events throughout the year that relate to the Sixth Form.
* To chair the meeting of the Sixth Form Tutors.
* To support tutors in their tasks when necessary.

**Additional Responsibilities**

* Monitoring of and contributing to the evaluation and evidence for school self-evaluation.
* Contributing to the management of the key stage budget allocation, ensuring it is spent in line with learning priorities and staff training needs.
* Attending professional development training as necessary and sharing knowledge and

good practice within the Sixth Form.

**SIXTH FORM TEAM LEADER (TLR 2.2)**

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | | |
| * Qualified Teacher Status. | **✓** |  |
| * Evidence of attendance at courses and/or further study with regard to this aspect of school life. |  | **✓** |
| * Evidence of and/or a willingness to attend further professional management development. |  | **✓** |
| **Knowledge and Experience** | | |
| * Experience of works as part of a Pastoral and Curriculum Team. | **✓** |  |
| * An awareness of the issues regarding outside agencies and the school. | **✓** |  |
| * A minimum of two years experience of leading a team. |  | **✓** |
| * An understanding of the role of Year Management within a school. | **✓** |  |
| * An understanding of the use of student progress data and its role in supporting student achievement. | **✓** |  |
| * Evidence of successfully implementing an initiative with regard to an area of school life. |  | **✓** |
| * The ability to use Information Communication Technology. | **✓** |  |
| * Evidence of successful interaction with students on an informal level. |  | **✓** |
| * Successful experience of being a committed form tutor. | **✓** |  |
| **Personal Qualities** | | |
| * The ability to lead a team of hard working committed professionals. | **✓** |  |
| * An understanding and commitment to being a team member. | **✓** |  |
| * A high level of interpersonal skills. | **✓** |  |
| * The ability to communicate well, both orally and in writing. | **✓** |  |
| * A high level of tolerance. | **✓** |  |
| * A sense of humour. | **✓** |  |
| * Flexibility. | **✓** |  |
| * High levels of personal organisation and appearance. | **✓** |  |