



Head of Year 12

Brief

Our aim is to 'enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women, and meet the challenges of the twenty-first century'.

The successful candidate will be one who is able to sustain and improve the quality of education offered to the students in the school through actively initiating creative educational opportunities with a thorough approach to every aspect of the job. We are looking for a dynamic, charismatic leader who will recognise the importance of their role in shaping, steering and promoting academic progress by fostering a strong and positive community spirit.

Line Manager

Head of Sixth Form/Assistant Head

Skills

- Creative - showing, imagination and resourcefulness in developing and fostering a successful year group identity
- Highly organised and efficient, having the ability to work in a self-directed manner.
- Articulate and persuasive in a public setting
- Effective and inspiring leadership

Purpose of the Post

- To support the Head of Sixth Form to achieve our vision of an outstanding educational experience for the students at Key Stage 5
- To monitor and enhance the progress of students in Year 12
- To ensure smooth transition into year 12 from Year 11 and then from year 12 to start year 13

Key Responsibility areas:

- The learning of Year 12 students
- Management of staff in the tutor team
- The Tutor Programme
- Supporting the day to day running of the Sixth Form

Role and responsibilities

The Learning of Year 12 Students

- Monitoring attendance and punctuality for Year 12
- Working with the Head of Sixth Form and Head of Year 13 in monitoring students' progress in the Sixth Form
- Maintaining close links with parents to ensure that parents are fully involved in their son/daughter's progress and learning
- Working together with the tutor team to ensure the excellent academic progress of each student
- Working with the tutor team to prepare the students for outstanding opportunities after school
- Creating a stimulating learning environment under-pinned by the Christian ethos of the school
- Promoting the ethos of the school by contributing to the construction and implementation of the teaching and learning community

Management of Staff in the Tutor Team

- Ensuring that all tutors are adequately trained in the role of the tutor by developing their skills through training and monitoring
- Working closely with Heads of Departments, subject teachers, tutors and support staff to improve performance and achievement across the curriculum by identifying all underachieving students using base line data and tracking information and circulating lists of these students heads of department
- Liaising with SENCO, G & T Co-ordinator and support staff to monitor provision and promote academic progress for identified SEN and Gifted & Talented students

The Sixth Form Tutor Programme

- Planning, leading and monitoring the Tutor Programme – PSHCE and Enrichment programme for year 12
- Planning and running the MUNGA with students and the tutor team
- Monitoring students' involvement in Enrichment and Extra-curricular activities

Supporting the day to day running of the Sixth Form

- Registering year 12 students for public examinations
- Meeting early morning with Head of Sixth Form and tutors prior to the start of the school day to ensure Year 12 students have a smooth and positive start to the day
- Monitoring students on report to tutors and HOY
- Interviewing candidates for prefect positions and for places in the Sixth Form

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced CRB disclosure is required for all posts.