

Job Description for the Post of:

Sixth Form Non-Teaching Head of Year (12&13)

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Director of Sixth Form

Main Purpose of Job

To lead students in Years 12 and 13, taking responsibility for ensuring high quality pastoral support, high levels of attendance and promoting the highest standards of behaviour thus supporting curriculum and pastoral initiatives to ensure that every student will thrive and succeed.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To actively supervise the Year 12/13 students in the study area (SG3) and ensure that conditions are conducive to study, maintaining continuity and setting high standards.
3. To monitor and address lesson attendance and punctuality and work with students improve an area of concern.
4. To develop and maintain appropriate records of intervention to support the development of students and communicate these with appropriate audiences.
5. To undertake the Mental Health First Aid training and be advocates for mental health wellness in the Sixth Form.
6. To have regular contact with home to help support learners and improve outcomes.

7. To work with the Director and Assistant Director of Sixth Form to make appropriate referrals when needed for students.
8. To adopt a good working relationship with students and maintain good discipline using an assertive but non-confrontational manner.
9. To oversee the tracking and monitoring of targeted students, communicating with teaching staff and Director of Sixth Form, and to mentor an identified group, including planning study programmes and improving organisation.
10. To be actively involved in the enrolment of students into the Sixth Form.
11. To support students to prepare for university or work related interviews by offering mock interviews or by facilitating others to do this.
12. To support students to complete university or work-related applications (Year 13).
13. To work alongside Form Tutors to support the UCAS application process, including helping students to find courses and to complete their personal statements.
14. To monitor the University offers received by students and ensure they are prepared for the next steps (Year 13).
15. To facilitate Professional Work Placements for all students (Year 12).
16. To work alongside the Director and Assistant Director of Sixth Form to organise Transition (Year 12).
17. To offer 1:1 support for SEND students if required.
18. To ensure that parents/carers receive appropriate verbal or written information and updates on their child in a sensitive, suitable and timely manner both in school, parent evenings and out of school.
19. To attend Sixth Form results day, Sixth Form & whole school Open Evenings and Parents' Evenings, and other times as required in consultation with the needs of the Sixth Form.
20. To challenge students who do not follow instructions regarding work ethic and behaviour.
21. To ensure students maintain a tidy work environment and report any damage.
22. To help organise the Year 13 Leavers' Meal.
23. To undertake other duties as required and in line with the grade and responsibilities of the post.

2025-2026