



JOB DESCRIPTION

JOB TITLE: Teacher/Head of Year (KS5)
REPORTS TO: Head of Sixth Form
SALARY: MPS/UPS (Outer London) plus TLR 2
DATE: September 2026

Purpose of the job

- As Head of Year 12 or Year 13, to promote the ethos of the Ruislip High School Sixth Form. To lead a team of tutors and to co-ordinate and monitor the progress, development and support of a cohort of students throughout key stage five in line with the ethos and expectations of the school.
- To teach and to support the promotion of their subject throughout the school
- The post-holder will teach across key stages, depending on their subject specialism

Duties

In accordance with the Education (School Teachers Pay and Conditions of Employment) Order, the duties as set out in the Conditions of Employment of School Teachers under Section 3.

Key responsibilities

Head of Year responsibilities

The Head of Year (KS5) will assist the Head of Sixth form with and be responsible for:

1. Promoting the standards, expectations and ethos of Ruislip High Sixth Form
2. Monitoring and tracking the academic achievement of Sixth Form students
3. Providing and monitoring pastoral support that is well tailored to the needs of all students
4. Implementing policies and procedures in relation to behaviour and school expectations
5. Working with and leading the tutors in delivering a PSHE programme which is varied and appropriate, including taking a leading role in UCAS preparation and support with post-18
6. Recruiting students for the Sixth Form
7. Keeping up-to-date records of student achievement and concerns
8. Taking a leading role in promoting and coordinating the 16-19 bursary for vulnerable students
9. Developing relationships with external agencies and parents/guardians to maximise student achievement
10. Keeping up-to-date records of student achievements and concerns
11. Oversee the work of the KS5 Assistant Head of Years and meet with them regularly
12. Reviewing the impact and effectiveness of all aspects of the Sixth Form

Support the Head of Sixth form in:

1. Staff

1. Leading a team of Sixth Form tutors, and Assistant Heads of Year, including delegating appropriate responsibilities within the team
2. Working closely with the Sixth Form Learning Mentors to maximise student outcomes
3. Monitoring, supporting and developing the role of the Sixth Form tutor
4. Ensuring that Sixth Form tutors engage in tutoring effectively
5. Contributing to the in-service training of Sixth Form tutors
6. To plan and lead tutor team meetings
7. Participating, where appropriate, in subject reviews of Sixth Form teaching and learning

2. Students

1. Promoting the ethos of the Sixth Form
2. Having a thorough knowledge of all students by reading their Arbor records etc.
3. Working with subject teacher and tutors to monitor, track and assess students
4. Challenging and intervening where students are underachieving or failing to follow the Sixth Form code of conduct
5. Following behavioural policies and ensuring expectations of conduct are met by all students, including issues surrounding punctuality and attendance
6. Co-ordinating progress and end of year reports
7. Providing support and guidance to students regarding their choices post-18/19, with a particular focus on UCAS including the development of exemplary university applications
8. Leading assemblies that are well pitched and encourage the positive ethos of the Sixth Form
9. Taking an active role in the Sixth Form areas, ensuring students are using their time in a sensible and productive manner
10. Making regular visits to the local shops etc to ensure Sixth Formers are not behaving inappropriately

Lead on:

1. Organising a work experience programme
2. Providing support and guidance to students regarding their choices post-18/19, with a particular focus on UCAS
3. Supporting students and staff with the UCAS process, including supervising students' personal statements and references

Recruitment

Support the Head of Sixth Form in:

1. Recruiting students into the Sixth Form by taking a leading role in the organisation and running of the Sixth Form Opening Evening and the application process
2. Supporting the transition from Year 11 into Year 12
3. Assist with the planning and delivery of the Sixth Form Induction Programme

External Agencies/Parents

Support the head of sixth form in:

1. Organising and participating in parents' evenings
2. Building positive working relationships with parents/carers
3. Working with the PSHE co-ordinator to meet with external agencies

General Teaching

1. To be part of the team of teachers in the appropriate faculty
2. To develop innovative, traditional and non-traditional approaches to the curriculum for their subject in order to ensure appropriate access and achievement for all students
3. To assist in the development and deployment of resources as appropriate
4. To co-operate with procedures to monitor the quality of teaching and learning outcomes throughout the subject area
5. To have high expectations of all students based on relevant data
6. To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum and the needs of the students
7. To assess, record and report on the attainment, attendance and progress of students keeping such records as are required
8. To prepare and update subject materials, including schemes of work
9. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work
10. To assess students' work in line with school policies and procedures referring to student performance targets
11. To ensure that literacy and numeracy and oral communication are reflected in the teaching/learning experience of students

Curriculum Provision and Development

1. To assist in the organisation of student grouping within the subject area
2. To assist the subject leader in the development of appropriate specifications, resources, schemes of work and teaching strategies
3. To contribute to the development and implementation of the subject's strategic development plan
4. To plan and prepare courses and lessons
5. To attend and contribute to subject meetings
6. To develop and oversee extra-curricular activities

Monitoring and Evaluation

1. To use data, both externally and internally produced, to assess student performance and to develop appropriate courses of action
2. To review on a regular basis methods of learning and teaching
3. To produce interim and annual reports for all students taught in line with the school's assessment and reporting policy

General Responsibilities

1. To participate in the school's staff development (CPD) programme
2. To continue personal development in relevant areas especially subject knowledge and teaching methods
3. To engage actively with the school's performance management and CPD programme

4. To ensure where appropriate, the effective deployment of classroom support
5. To work as a member of a team, positively contributing to effective working relations within the school
6. To communicate, where necessary with parents and external agencies, following school policies
7. To attend open evenings, parents' evenings and other whole-school events
8. To attend Monday afternoon staff briefings
9. To take part in the arrangements for performance management
10. To undertake duties as detailed in the rota, timetables and key dates publication
11. To undertake any other duties as the headteacher or senior leadership team may reasonably require
12. To adhere to the expectations laid out in the Staff Code of Conduct

Health and Safety

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and updated where necessary.
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

Other duties and responsibilities

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform.

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes in the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Signed: _____ Post-holder Dated: _____

Signed: _____ Line Manager Dated: _____

The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.