

## Job description

Frances Bardsley Academy for Girls are part of the LIFE Education Trust, a group of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people in the LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	DEPUTY HEAD OF SIXTH FORM (HoY 12)
Grade	MPS + TLR 2B (inc Outer London Weighting)
Contract	Permanent
Reports to	Head of Sixth Form
Responsible for	Welfare, Pastoral and Achievement of 6 <sup>th</sup> form
Job Particulars	
	<ul style="list-style-type: none"> <li>• To provide academic and pastoral leadership for students in Key Stage 5 specifically students in Year 12.</li> <li>• To support the personal development of students and provide information and advice to assist their transition into and through the Sixth Form.</li> <li>• To be responsible for, with the support of other colleagues and parents/carers, the welfare, pastoral care, safeguarding of students in Year 12</li> <li>• To make a positive contribution to the overall development of the school in cooperation with other colleagues and outside agencies.</li> </ul>
Duties & Responsibilities	
	<p><b>Ethos</b></p> <ul style="list-style-type: none"> <li>• To develop personal knowledge of students and provide information and advice as required.</li> <li>• To make a positive contribution to the overall development of the school in cooperation with other colleagues and outside agencies.</li> </ul> <p>In collaboration with all colleagues and parents/carers, be responsible for:</p> <ul style="list-style-type: none"> <li>○ The moral, intellectual and social development of students.</li> <li>○ The welfare, pastoral care safeguarding, sanctioning, rewarding and counselling of students</li> </ul> <p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>• To oversee the transition process from KS4 to KS5 including recruitment, enrolment and results days.</li> <li>• To support with all aspects related to marketing and the recruitment of students; including Taster Day, Sixth Form Open Evening and Roadshows</li> <li>• To be responsible for all aspects of Sixth Form Induction</li> <li>• To liaise with other schools on transfer of students when required</li> <li>• To support with the admission process for the year group</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• To support with student attendance in the 6<sup>th</sup> form.</li> <li>• To track, monitor and intervene on student records related to attendance and punctuality</li> </ul>

- To implement school strategies to improve attendance and punctuality; including, but not restricted to holding attendance and punctuality detentions.
- To communicate regularly with all stakeholders regarding attendance and punctuality for allocated year group
- To hold regular meetings with students and contact parents

#### **Behaviour**

- To lead on the effective implementation of the School Behaviour Policy
- To be responsible for behaviour; including the Dress Code
- To check the Sixth Form Dress Code regularly and intervene with appropriate sanctions; to ensure high standards of appearance are maintained
- To keep, maintain and track student records related to behaviour, e.g. Positive and Negative Points; detentions; suspensions
- To liaise with colleagues and parents/carers related to positive and negative behaviour
- To ensure the rewards system is implemented for the year group
- To communicate regularly with all stakeholders regarding behaviour, achievement and punctuality for allocated year group

#### **Academic support**

- To demonstrate high standards of teaching and act as a role model for staff
- To monitor and support the overall progress and development of students
- To liaise regularly with all stakeholders to identify strategies to support student progress
- Use data to set and review targets and implement intervention for students and groups.
- To support with allocated year group Parents' Evening and Academic Review Day
- To monitor and ensure the implementation of the homework policy
- To liaise regularly with the SEND team to best support students.
- To ensure information pertaining to individual student progress and attainment is shared with students, parents/carers, tutors and teaching colleagues.

#### **Pastoral Support and Safeguarding**

- To oversee provision of counselling and additional support
- To liaise with external agencies and help write reports and attend appropriate meetings when required, some of which may be at a different site.
- To attend CLA meetings and deal with vulnerable students.
- To complete MARF forms when required.
- To complete Welfare Checks when required.
- To attend supervision sessions when required.
- To implement the school Safeguarding procedures.

#### **Tutor Team**

- To help manage the team of tutors and the delegation of responsibilities and tasks.
- To assist with the oversight of the day to day running of tutor teams.
- To be responsible for the standards of form time within the year group.
- To conduct pastoral climate walks regularly.
- Ensure effective use of display in year group areas and tutor rooms.

#### **Enrichment**

- To participate in cross-curricular developments within the school.
- To lead on assemblies for the year group and liaise with the people presenting the assemblies.
- Use tutor time and assembly time to promote SMSC and British Values.
- Plan, develop and lead on the delivery of an appropriate and engaging PSHCEE program, Form Time activities, Personal Development days, KRACER programme and the Future Ready Curriculum

	<ul style="list-style-type: none"> <li>• To encourage and develop cooperation and teamwork through inter-house competitions.</li> <li>• To lead on Student Voice in the 6<sup>th</sup> form</li> <li>• To support the UCAS Coordinator with the UCAS process and progression programme.</li> </ul> <p><b>Teamwork and Transition</b></p> <ul style="list-style-type: none"> <li>• To deliver updates through the school bulletin/briefing.</li> <li>• To deliver updates to students and Form Tutors through the weekly bulletin</li> <li>• To contribute to whole school training when appropriate.</li> <li>• To attend Sixth Form Site meetings and Year Briefings.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• To be on 'duty' points in line with the duty timetable.</li> <li>• To support the Head of Sixth Form with the organisation of reports and Parents' Evenings</li> <li>• To support the Head of Sixth Form overseeing students in the Sixth Form centre, before school, at lunchtimes and after school</li> <li>• To be available to support the Sixth Form Team on results days and days after the enrolment process.</li> <li>• To support with Sixth Form related events; including all recruitment events, 18+ week, trips and educational visits.</li> <li>• To support the Head of Sixth Form when necessary</li> <li>• To undertake any duties at the direction of the Headteacher which are consistent with the responsibilities of the post.</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• Comply with any reasonable request from the Headteacher or senior leadership to undertake work of a similar level that is not specified in this job description</li> <li>• To play an active role in the life of the school, upholding the values of the School and inspiring confidence in those in the staff.</li> <li>• Attend Middle Manager Curriculum meetings when required</li> </ul>

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.