



## HATTON ACADEMIES TRUST JOB DESCRIPTION

<b>Job Title:</b>	Head of Year 12
<b>Post Holder:</b>	
<b>Line Manager:</b>	Head of Sixth Form
<b>Pay Scale:</b>	Main Pay Range / Upper Pay Range plus TLR 2b

### Job Purpose

- Play a key role in the academy's rewards and sanctions policy and play a key role in achieving good behaviour and the delivery of strong pastoral care for students.
- To actively monitor and follow up key performance indicators for year 12: attendance; punctuality; reasons for absence, truancy, behaviour; dress.
- Take active steps to recruit and retain students in the sixth form
- To work with the Head of Sixth Form: Use data, to set and monitor progress towards the sixth form academic targets e.g. using ALPs, and follow up progress towards those targets e.g. by meeting with sixth form teachers/subject representatives and curriculum leaders.
- To implement Academy Policies and Procedures, e.g. Self-evaluation, Performance Management, Equal Opportunities, Health and Safety etc.

### Curriculum and Guidance

- To have an understanding of the individual needs of pupils in year 12 and act as a guidance leader for these students
- Make a major contribution to lunchtime and break supervision in the Sixth Form centre.
- To play a key role in the delivery of the academy's guidance system, and the 'Every Child Matters' outcomes, comprising academic mentoring and pastoral support for students.
- To help ensure the Behaviour Management system is implemented in the sixth form so that effective learning can take place.
- To contribute to PSHCE, citizenship, enterprise, and other cross-curricular themes according to academy policy.
- To focus on integrating the sixth form within the rest of the academy and to encourage the development of sixth form students as role models for younger pupils e.g. as a key part of the academy's house system.
- To ensure the delivery of assemblies on a regular basis.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Staffing**

- To support the Head of Sixth Form in ensuring appropriate arrangements are made for period 1 and Life Skills classes when staff are absent. Ensuring appropriate cover within the sixth form by liaising with the Cover Supervisor/Head of Life Skills to secure appropriate cover and work in case of difficulty.
- To promote teamwork and to motivate staff to ensure effective working relations.

## **Quality Assurance**

- To monitor and work to improve key performance indicators for year 12 e.g. attendance, behaviour, uniform, truancy, punctuality.
- To contribute to the Academy procedures for lesson observations.
- To assist in the implementation of Academy monitoring procedures and to ensure adherence to those within the sixth form.

## **Communications**

- To ensure effective communication/consultation with the parents of students; ensure that they are aware of academy policy, and discuss with them the welfare of their children.
- Liaise with relevant academy staff to ensure the effective dissemination of important information concerning students in the sixth form e.g. to relevant teaching staff and the Leadership Team
- To represent the sixth form's views and interests.
- To contribute to sixth form induction and transition from Year 11 to 12.
- To support the academy's rewards system e.g. help organise the upper school awards evening and organising and attending social events for the sixth form e.g. Sixth form Prom.
- To encourage involvement by the sixth form in the academy community e.g. H.S.A., clubs, societies, extra-curricular activities.

## **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## **Additional Duties**

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Employees are asked to set a good example in the way they dress and conduct themselves around the academy. The expectation is that men will wear shirt and tie and women will wear business dress.

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- The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

## General

- Responsibility for safeguarding and promoting the welfare of children at the academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- Contribute to a positive ethos within the school.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signature of Post holder

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Date

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Signed on behalf of the Trust

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Date

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