



Head of Year (Key Stage 5)

Permanent

Full-time

Teachers Pay Scale + TLR 2b

Start date: September 2022

We are seeking an outstanding and dynamic teacher to join our Sixth Form Leadership Team, supporting our Assistant Headteacher KS5 to lead the pastoral and academic care of a year group at Key Stage 5. The subject that you teach is less important than your capabilities as a teacher and leader.

Roundwood Park is a forward-looking and ambitious 11-18 co-educational comprehensive school with 1265 students on roll and enjoys a very good local reputation. As a school graded 'Outstanding' by OFSTED, we were one of the first schools in the county to convert to Academy status in 2011. Roundwood Park is a school with a strong reputation as an innovative and exciting place in which to learn and to teach. It is a place where traditional values of smart appearance, excellent behaviour and acting with integrity mingle with modern learning and high academic standards. Additional information about the school, and about our Sixth Form, can be found on our website <https://roundwoodpark.co.uk/sixth-form-welcome/>

You are encouraged to visit before you decide whether you may wish to apply. If you would like to visit, please contact Julie Jefferies, PA to the Assistant Headteacher (Key Stage 5), on 01582 765344 or email j.jefferies@roundwoodpark.co.uk

If you are viewing this vacancy on a web recruitment platform, application is via the form and process on that platform. If on our school website, your application should be submitted using the Word document application form on our Vacancies page and emailed to Ian Stowe, HR Manager, at i.stowe@roundwoodpark.co.uk Either way, your personal statement or covering letter is of particular importance, and must set out why you believe you are a good candidate for this role.

We are committed to the safeguarding and promotion of children's welfare. We also have a sincere commitment to equal opportunity and to the celebration of diversity, including in our staff recruitment. We welcome applications from all sections of our community very warmly, and we recognise the huge strength and opportunity that comes from diversity in all aspects of our make-up. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory enhanced Disclosure and Barring Service clearance.

Interviews will be held as soon as we have a strong enough field, so please do not delay your application since we may close the advert early.

Job Description

Head of Year (Key Stage 5)



The Head of Year (Key Stage 5) will lead the pastoral and academic care of a single year group at KS5, contributing directly to ensuring each and every child in our care is given the encouragement and support to maximise his or her academic and personal potential. They will also have responsibilities that are shared across the KS5 Leadership and Support Team.

In this role they will be fully supported by the Assistant Headteacher leading Key Stage 5.

Line Manager: Assistant Headteacher (KS5)

Line management responsibilities: These are likely to vary from time-to-time, and may include both direct and shared responsibilities. These may include: form tutors, Enrichment Coordinators, support staff etc

General responsibilities (leadership and management responsibilities as part of the KS5 Leadership Team and as part of the whole-school senior and middle leadership group):

- Inspiring, motivating and influencing students and staff by demonstrating high standards and positive learning behaviours
- Raising students' aspirations by promoting a culture of self-improvement through taking responsibility for their own learning and progress
- Analysing student academic performance, attendance and behaviour data to identify good progress or under-performance and implement appropriate rewards, intervention and/or additional support
- Supporting students' personal development, including their moral, social and community awareness
- Leading on securing positive attendance, punctuality, attitudes and student wellbeing to support learning and attainment
- Participating fully in the pastoral leadership team to contribute to its strategic planning and high-quality performance through the team's formal meeting structure and other activities
- Communicating appropriately and clearly with all members of the Roundwood Park community
- Any other tasks which support the ethos and values of the school including Learning, Integrity, Friendship and Excellence

Academic leadership: Supporting the AHT KS5 in managing the academic progress of all KS5 students, and of one KS5 year group in particular:

- Leading on the academic progression of a KS5 Year Group, including the use of appropriate data to support intervention
- Working with the AHT KS5 to raise standards of academic achievement for all students across all ability levels
- Supporting the AHT KS5 through subject learning walks and observations
- Supporting the AHT KS5 in monitoring and reviewing the performance of students and tutors; taking action and deploying intervention strategies when and where appropriate

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Pastoral care:

- Leading on pastoral care of a KS5 Year Group
- Ensuring that SEND needs, or other needs arising from disadvantage, are fully met
- Supporting students with identified needs
- Leading the form tutor team for their year group, supporting them in their roles
- Engaging parents appropriately, and when necessary, to convey useful information and seek further support

Transition:

- Leading on Transition from Year 11 into sixth form (biennial)

Careers & Progression:

- Leading on Post 18 progression. This includes:
 - Raising awareness in KS3 and KS4
 - Liaison with university admissions offices (biennial)
 - IAG on all matters relating to UCAS outcomes (biennial)
 - Initial searches and the formal application process
 - Alternatives to higher education – employment, apprenticeship, gap years
- Working closely with the school Careers Advice Manager to encourage and support students to:
 - Access the Careers Office and Future Options services
 - Explore careers options
 - Take full advantage work experience opportunities

Enrichment:

- Leading (all, or a particular part of) the KS5 Enrichment Programme, including management and guidance of Coordinators, where appointed

Strategic and general (KS5)

- To oversee the enrolment process and to be available on both GCSE and A-Level Results days
- Engaging with external agencies when appropriate to gain useful information and advice or seek specialised support
- Supporting the AHT KS5 in ensuring that we meet Ofsted requirements for “Outstanding” Sixth Form provision
- Liaising where necessary with consortium staff
- Working with and supporting the AHT KS5 in leading strategic development
- Supporting the AHT KS5 with consultation evening preparation, including individual academic guidance