



# Head of Year (Sixth Form)

## Job Purpose

To lead a Year Group in the Lower Sixth into Upper Sixth carousel as a key member of the Pastoral Team and actively promote the well-being and personal and academic development of each individual in the Year Group.

The Head of Year will oversee the progress of students throughout the Lower and Upper Sixth in a two-year cycle.

## Report to

Director of Sixth Form

## Department

Pastoral

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### Leadership and Management

- To work closely with fellow Heads of Year, Heads of Department and SENDCo as a member of the Middle Leadership 'First Team';
- To work with the Director of Sixth Form on the strategic development and implementation of initiatives in the Sixth Form;
- To lead the team of tutors in the Year group in the delivery of excellent pastoral care where each child or young person is known and valued as an individual;
- To ensure clear communication between students, parents and staff, maintaining close links with parents and communicating effectively information on academic and pastoral issues;
- To contribute to the professional development of the Deputy Head of Year and tutors;
- In liaison with the Deputy Head of Year and tutor team, to produce and implement an annual strategic plan for Year team in line with the School's annual strategic development plan and overarching long-term strategy;
- To contribute to regular meetings with the Director of Pastoral Care and Safeguarding, to Heads of Year meetings and Pastoral Team meetings;
- To lead Year Group Assemblies and support the Chaplain, where appropriate, with Chapel.

### Safeguarding and child protection

- To adhere to the School's Safeguarding policy which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin. team who will be able to locate them;
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern;
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low-Level Concerns Protocol;
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied;
- To ensure that all members of your tutor team complete an accurate register for am registration using iSAMS. As a teacher, to complete the pm registration at the start of period 6;

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- To complete an accurate register at the start of each lesson or activity you teach or supervise, including after-school or weekend events or activities;
- To make sure that your tutor team is aware of the medical and SEND needs of the students in their care and participate in additional training as required;
- To be aware of online risks to children and to use Apple Classroom to monitor the use of school devices used by students in lessons;
- Working with the DSL and Director of Pastoral Care and Safeguarding, to produce safeguarding risk assessments for students in the year group as required.

## **Pupils' personal development, physical and mental health and social and emotional wellbeing**

- To promote and model the School Values, 'Virtue, Learning and Manners', the 'Brentwood Learner Profile' attributes, the 'Mindset' initiative for the Year Group and the development of personalised learner profiles for each Sixth Former;
- To work with the Head of Year 11 and Director of Sixth Form to provide appropriate guidance to Year 11 students and Sixth Formers about progression from Year 11 into the Sixth Form and the Lower Sixth into the Upper Sixth;
- When Head of Lower Sixth, to liaise with the Head of Year 11 to ensure a smooth transition into the next phase of the School and to ensure that students new to the school are supported with transition;
- To ensure that tutors receive and understand all relevant information on the students entering the Year Group and to advise on the allocation of tutor groups;
- To work with the Director of Sixth Form, Director of IB and Head of BTEC to ensure all Sixth Formers, whatever their chosen pathway, are known and valued as part of an inclusive Sixth Form;
- To ensure tutors build positive and trusting relationships with both students and their families;
- To support the mental and emotional wellbeing and mental health of the students in the Year group by ensuring the tutor engages actively and positively with each student in their tutor group and gets to know each student as an individual;
- To keep a log of incidents/interviews involving students and meetings with parents and brief senior staff at regular intervals;
- To ensure tutors contact the parents of the students in their form group to celebrate individual achievements at least once a term;
- To work closely with the Director of Pastoral Care and Safeguarding and Director of Pupil Wellbeing to ensure every student in the year group knows who they can talk to if they have any concerns about their own wellbeing or mental health or that of others;
- To liaise with the Director of Pupil Wellbeing over the programme in the Year group and to provide feedback over its quality;
- To work closely with the SENDCo and pastoral mentors;
- To work closely with the Deputy Head of Year and tutors to monitor attendance and punctuality and contact parents as appropriate;
- To work with the Deputy Head of School attached to the year group;
- To work with tutors to ensure the effective use of the 'Passport to Success' rewards system and the recording of merits and celebrate student success in tutor groups and in the Year Group;
- To ensure the highest standards of conduct by all students, including uniform, to ensure tutors intervene early if there are low level behaviour issues. To identify any patterns of poor behaviour and work with the tutor and other relevant colleagues to put in place effective intervention;
- To investigate and follow up behaviour incidents and concerns, working with the tutor, Deputy Head of Year or Director of Pastoral Care and Safeguarding, depending on the seriousness of the case;
- To implement the School's behaviour policy and procedures based on a reflective and restorative approach and maintain a high profile around the School site;
- To work, as required, with individuals and small groups of students to develop positive relationships, using a restorative approach to conflict and behaviour management;
- To work with the Year Team to make effective use of 'Time to Change' reflection;



- To ensure that clear and accurate records of pastoral and academic intervention, including communication with parents and guardians, are kept and shared as appropriate with the relevant colleagues in support of a student's wellbeing and personal development;
- Working with the Director of Sixth Form, the Head of Upper Sixth Form and Deputy Heads of Year, to be responsible for the Sixth Form building and surrounding area and to maintain a high profile there at break and lunch-time;
- To oversee the arrangements for introductory meetings, parents' meetings, consultation meetings and year group examinations, and to ensure their implementation.

## **Pupils' academic achievement and approach to learning**

- To be responsible to the Deputy Head (Academic) for the academic development of each student in the year group;
- To maintain the highest standards of academic performance within the Year Group and promote and maintain positive approaches to learning;
- In liaison with the Director of Sixth Form, to ensure that each student in the Year Group has an appropriate educational programme across the Sixth Form which will also equip them for applying to university, for apprenticeships, for a gap year or for the world of work;
- To put in place, working with tutors and Heads of Department (and the SENDCo as appropriate), effective intervention when a student's academic performance is below expectation and review progress, working with the student and parent;
- To work closely with the Deputy Head of Year, tutors, with input from teachers and Heads of Department as required, to ensure there is effective tracking of academic performance and that appropriate interventions are in place as needed;
- To ensure that each tutor engages every student in the tutor group in regular one-to-one conversations to review and reflect on academic progress;
- In liaison with the Director of Studies, to collate and analyse all test results and co-ordinate follow-up actions, including meetings with parents and students;
- To work closely with the Head of Academic Enrichment to encourage participation in academic enrichment activities;
- To support the Head of Careers and Director of Studies to advise students on careers options, Sixth Form pathways and subject choices and academic pathways as relevant;
- To ensure Baseline Data (e.g. ALIS and value-added data) is being effectively used for academic tracking;
- To work closely with the Head of Academic Enrichment to encourage participation in academic enrichment activities;
- To liaise closely with the Director of Sixth Form to ensure that students' progress beyond the Sixth Form is as smooth and well-informed as possible, including dedicated support for students applying for apprenticeships and work-based school leavers' schemes;
- Working closely with the Director of Sixth Form, to ensure that all Sixth Formers in the Year Group are given guidance and support when making university choices, including international applications, planning Gap Years, writing personal statements, preparing for interviews or additional admissions tests and making decisions on results days;
- To prepare UCAS references and support students with their post-18 applications;
- To work with the Director of Sixth Form to ensure that staff are given guidance and training to enable them to produce high quality references for students;
- To support other applications for post-18 applications;
- To support the Oxbridge Preparation Programme;
- Be in attendance on GCSE results day to work with the Director of Sixth Form, Deputy Head (Academic) and Director of Studies to confirm the subject choices of Year 11, meeting with parents to clarify these choices after the results day where necessary;
- Be in attendance at A Level results day to process results and counsel students and parents regarding next steps.



## **Promoting student voice and co-curricular engagement, leadership opportunities and contribution to the School and wider community**

- To promote student voice in the year group, including active and responsible participation in Year and Whole School Council meetings and other student-led initiatives and activities;
- To ensure that a Year Group Council meets on a half termly basis and feeds back to the SLT and that students from the Year Group are represented on the Whole School Council and Food Committee;
- To liaise with the Director of Co-Curricular Activities to encourage all students in the year group to participate in co-curricular activities and to take an active interest in supporting the year group in such activities;
- To encourage students in the Year Group to take on leadership roles, including peer mentoring, leadership in co-curricular activities such as the CCF and becoming Praepostors (School prefects);
- To help select, induct, train and then supervise the work of the Deputy Head of Year and form tutors in the Year Group and to liaise regularly with them through formal meetings;
- Alongside the Director of Sixth Form, to work closely with the student Head and Deputy Heads of School, Sixth Form students connected to the Year Groups and peer mentors;
- To work closely with the Director of Sixth Form to give input and advice on the appointment of the Praepostors and peer mentors;
- To work with the Director of Sixth Form to deliver an exciting Enrichment Programme;
- To support the Director of Sixth Form, Head of Year 11 and Head of Careers to advise students on careers options, Sixth Form pathways and subject choices at all points where there are options choices.

## **Recruitment and marketing**

- To help market the School at events including Open Day;
- To be available if required to show prospective entrants and their parents around the school. To interview and then to offer the Headmaster advice/opinion as to the suitability of applicants;
- To assist with the recruitment process for Deputy Heads of Year and the allocation of tutors for the year group as required.

To undertake other responsibilities within the school which the Headmaster may from time to time reasonably require.

## **Personal Specification**

- Be highly organised with the ability to prioritise and work to deadlines;
- Display discretion when needed;
- Possess strong interpersonal skills to deal sensitively with students, parents and staff;
- Be able to both lead and inspire the tutor team and be an effective team player;
- Think strategically and be able to take the initiative;
- Be proficient in the use of IT;
- Have a high level of literacy;
- Be able to stay calm under pressure;
- Be committed to on-going professional development;
- Be committed to the values and culture of the School;
- Display an absolute commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children and young people.

## ***The successful candidate will:***

- be committed to the safeguarding and promotion of the welfare of young people
- demonstrate this commitment in every aspect of this post;
- adhere to, and ensure compliance with, the School's Safeguarding Policy at all times;

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- report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.



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### General safeguarding

*To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.*

**To find out more about this role please contact [recruitment@brentwood.essex.sch.uk](mailto:recruitment@brentwood.essex.sch.uk) who will put you in touch with the Senior Deputy Head (Pastoral), Nicky Jenkin or the Director of Sixth Form, Tim Sellers.**

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