

## Job Description

Post Title:	Assistant Head of Year - Sixth Form and Careers lead
Status:	Permanent, Term Time + 15 days, 36 hours/week
Grade:	PO2
Line Manager:	Head of Sixth Form

Haggerston School is a multi-ethnic mixed 11-18 school. The school operates within an equal opportunities policy which emphasises a positive education for boys and girls and members of all communities.

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the School.

### **Principal Accountabilities**

1. To monitor and evaluate student progress, via tutors and teaching staff, in order to promote pupil achievement and make a measurable contribution to the cohort/whole school targets.
2. To contribute to improvement plans as part of the whole school improvement plan (SIP), actively involving all tutors in their design and execution.
3. To ensure that team members and students understand and are actively implementing the key aspects of the schools values, beliefs and agreed policies, including the school's behaviour, safeguarding and inclusion policies.
4. To maintain records and provide feedback for and about students in a way that recognises best practice, supports their progress against their targets and has a measurable impact upon learning.
5. To work closely with the Inclusion team to maximise the opportunities and achievement of vulnerable pupils.
6. To work closely with the Head of Sixth Form in their principal accountability for the progress and achievement of pupils in the cohort.
7. Promoting behaviour for learning and identifying any barriers to each student's learning in order to target support from school resources, Inclusion team, School/Home Support Service, Learning Mentors and external agencies.
8. To act as a nominated safeguarding child protection advisor and work closely with external agencies to support vulnerable students including those on the At Risk, Looked After Child and Child Protection register.
9. Oversee the whole school careers provision, ensuring that the school works towards achieving all Gatsby Benchmarks by the end of 2020.

### **Main duties and responsibilities**

- Prepare and maintain records of Sixth Form students, including their subjects, attendance

registers, assist with School Census returns and assist staff and students with the preparation of UCAS electronic application forms.

- Coordinate student bursary, including analysis of student attendance, liaising with main School attendance staff, issuing notices of non payment and assisting the Sixth Form Management Team and teachers to monitor student attendance (liaising with the School Coordinator).
- Coordinate events including related administration and marketing e.g. Sixth Form Open Evening, Open and Taster Days.
- Undertake the recording of and the follow up of reported absences from lessons on SIMS.
- Support with students attendance as direct by the attendance policy
- Maintain a database of student subjects (involving creating a database from the time of the Year 11 interview and altering as they become Year 12; working alongside the Data Manager to keep up to date data); cross-reference Contact Cards with information on SIMS. Contact schools for files of students from other centres.
- Liaise with The Link Partnership schools on administrative support, the issue and request of reports and on Travellers Induction.
- *Support with the preparation of Sixth Form publications, i.e. the Sixth Form Prospectus, the Tutor Handbook and the Student Welcome Booklet.*
- Coordinate Sixth Form photo sessions including admission brochure photography
- Support the marketing of the Sixth Form and school including design of press adverts and upkeep of school website pages
- Coordinate all aspects of student recruitment including interviews
- Support the smooth running of the Enrichment programme as it applies to 6th form students
- Communicate with parents as appropriate including sending relevant information such as attendance reports
- Co-ordinate and undertake Year 11 Mock and Post 16 interviews.
- Liaise as necessary with the main site staff (i.e. Reprographics, Finance Office etc).
- Assist Sixth Form committee students in organising the Sixth Form Prom, Sixth Form Farewell and the Sixth Form Christmas lunch.
- Undertake full First Aid training and act as a School First Aider.
- Coordinate collection and collation of variety of data including Sixth Form application data and Years 11 and 12 questionnaires
- Summarise data to key stakeholders
- Undertake tasks of a similar nature within the capacity of the post-holder, as requested, from time to time.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

## Careers

- Support the Assistant Headteacher for Careers to implement the whole school careers provision to facilitate achievement of all Gatsby Benchmarks and to progress towards Quality Standard in Careers Education
- Maintain a database of all students' access to careers experiences as they progress through the school
- Coordinate collection and collation of a variety of data relating to careers including alumni information. Summarise data to key stakeholders in clear and concise formats.
- Work with external agencies to ensure provision of high quality careers experiences for all students.
- Maintain up to date information on the school's website on careers and labour market information
- Ensure that the careers programme is included in all parent information evenings & events
- Oversee the whole school careers provision, support the Career's SLT Lead to achieve all Gatsby Benchmarks
- Act as HE and Careers Advisor to students including funding sources, the application process, and graduate employment
- As HE Advisor promote relevant University degree courses and HE opportunities
- Co-ordinate and advise students on the UCAS admissions process
- Support the KS5 tutors as part of the UCAS process
- Line manage the Access project to ensure provision is fit for purpose
- Attend relevant training courses to ensure careers expertise continues to be maintained and updated over time.

## General Requirements

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Business Manager or Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The postholder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Hackney's Equal Opportunities Policies and Code of Conduct. All the above duties to be carried out in line with current Health & Safety legislation.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:..... Date .....  
Head teacher

Signed:..... Date .....  
Business Manager

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date .....  
Sixth Form Coordinator

## PERSON SPECIFICATION

## Qualifications/Knowledge

- A good level of education including maths and English GCSEs grade A-C and A level qualifications (E)
- First Aid Certificate or willingness to work towards it (E)
- Good working knowledge of Microsoft Office software incl. Word and Excel (E)
- Knowledge of Health and Safety legislation and practice (D)
- Working knowledge of SIMS including Cover 7 (D)
- Excellent current understanding of Higher Education provision including UCAS admissions process (E)

## Experience

- Previous administrative experience ideally in a secondary school or similar educational establishment (E)
- An understanding of the learning environment in which schools operate, including curriculum planning and delivery (D)

## Skills

- Excellent communication skills both written and verbal (E)
- Excellent team working and interpersonal skills (E)
- The ability to work independently and on one's own initiative (E)
- Discretion – confidentiality in all aspects of the post is essential (E)
- Ability to foster good relationships with and gain the confidence of young people (E)
- The ability to self-manage and to prioritise workloads effectively (E)
- Excellent ICT skills and an experienced user of Word and Excel (E)
- Experience of student databases (D)
- Experience of working with EMA data (D)