Organisation:	Leeds Sixth Form College
Primary Organisation Supported *(only use this field for LEG service member of staff)*	N/A
Core Job Role:	Deputy Head of Year - Pastoral
Job Title:	Deputy Head of Year - Pastoral
Reports to:	Assistant Principal
Grade	LM2
Date of compilation:	April 2023

ROLE SUMMARY:

Manage activities and strategies to ensure high retention, achievement, success and attendance rates for all allocated students are reached.

SPECIFIC ROLE RESPONSIBILITIES:

1. Work as one of a pair of Heads of Year to monitor student progress and lead on interventions to ensure students' success.

2. Lead on the personal development of students and their planning and preparation for their next steps.

3. Heads of Year should take a year group throughout their two years of study, i.e. they will alternate between leading Year 12 and Year 13.

4. Support the progress and personal development of other student groups, such as SUTA, as required.

CORE RESPONSIBILITIES:

5. Lead on the continued development and delivery of the tutorial curriculum, ensuring it addresses national, college and student priorities.

6. Working with cross-College colleagues, ensure all students have timely access to relevant support to ensure their continued attendance, engagement and success.

7. Take an overview of students' attendance and progress against targets on their whole study programme through use of data, staff and student feedback.

8. Working with curriculum colleagues, ensure that students who are failing to make progress are quickly identified and interventions are swiftly put into place in response.

9. Ensure clear and timely communication with parents/carers.

10. Lead on the planning and delivery of key cross-SFC events during the year, including (but not limited to) open events, taster days, interview evenings and parents' evenings.

11. Contribute to the review and planning of the sixth form timetable, calendar and curriculum.

12. Manage the UCAS application process, and lead on the preparation and support of students applying to HE.

13. Oversee the wider careers education of students, ensuring that it complies with the Gatsby recommendations

14. Lead the implementation and tracking of the College's disciplinary and Fitness to Study policies and procedures, including chairing of meetings as appropriate.

15. Be a designated safeguarding officer.

16. Ensure your team receives training and support to meet legal requirements and to be as effective as possible in their roles.

17. Contribute to the observation and development of teaching and coaching staff.

18. Build positive relationships with learners & provide support to ensure successful outcomes.

19. Contribute to the strategic marketing of the College.

20. Participate, as appropriate, in the College's examination process.

21. Ensure that effective Induction programmes are in place for learners.

22. Heads of Year may also be required to teach as part of the role.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

● Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

● Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

● Comply with all relevant policies and procedures.

● Act with honesty and integrity to maintain high standards of ethics and professional standards.

● Use and promote restorative practice approaches.

● Comply with all legislative and regulatory requirements.

● Promote a positive image of the Luminate Education Group and member organisations.

● Any other duties commensurate with the level of the post, which may be required from time to time.

● Embody our Organisational Culture:

Few rules & clear boundaries
The ability to be creative, within areas of focus.

Ownership & performance
Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment
Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective
Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Collaborative & responsive

Encouraging all to think aspirationally, inspiring others to do the same.

Proactively seeking opportunities to create synergies and positive outcomes for all.

Job Title:	Deputy Head of Year
Department	Leeds Sixth Form College

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. Level 5 teaching qualification. Heads of Department are also expected to commit to the Education and Training Foundation Professional Standards.	A / C
E	Q3. Relevant professional level 4 qualification and/or degree.	A / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education or school sector	A / I / P
Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Thorough understanding of the personal, social, medical and economic barriers to learning	A / I / T

	which commonly face 16-18 learners, and the range of strategies available to mitigate them.	
E	EK2. Experience of liaison with outside organisations to enhance the student experience and ensure student safety.	A / I
E	EK3. Extensive experience, knowledge and skills to enable delivery of a range of levels across the curriculum, which demonstrates active learning and differentiated teaching styles.	A / I
E	EK4. Experience of positively managing student and group progression, advice and guidance in a school or Further Education setting, with positive outcomes	A / I
E	EK5. Knowledge of UCAS application process and experience of supporting students and staff through the application process.	A / I
E	EK6. Experience of supervising/managing staff to ensure high performance	A / I
E	EK7. Proven commitment to continuous professional development	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Ability to plan and deliver quality teaching across identified cohorts and ensure consistency of high delivery within teams	A / I
E	SC2. Ability to lead activities in the development and delivery of strategies to improve retention, achievement, success and attendance rates for students	A / I / T / P
E	SC3. Creativity and initiative in enhancing students' experience and raising their ambitions	A / I / T
E	SC4. Effective management skills to ensure high performance from a range of individuals	A / I
E	SC5. Exceptional verbal /written communication and interpersonal skills	A / I / T

E	SC6. Ability to provide productive insight into the review process	A / I
E	SC7. Excellent organisational skills, to ensure deadlines are met and progress in achieving results from learners and team members.	A / I
E	SC8. Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	A / I

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I