

## **JOB DESCRIPTION**

**Job Title:** Head of Key Stage 4

**Reports to:** Deputy Head

### **Salary**

This position will have leadership responsibilities.

### **Overall Purpose**

The care, guidance (pastoral and academic) and discipline of Key Stage pupils, the leadership of the Key Stage tutor team and communication with staff, external bodies and parents. The post holder will be responsible for pastoral support and working with the academic team to monitor and support pupil progress and outcomes.

### **Key Responsibilities**

- To promote high standards of behaviour and attitudes to work.
- To monitor individual pupil progress and pastoral/wellbeing; ensure school standards are met by students and to support student's personal organisation; attendance; prep; study and extra-curricular activities.
- Use data to inform strategies to improve outcomes for pupils in short/longer term.
- To support the school in embedding Fundamental British Values and Anti-Bullying awareness.
- To promote whole school development and activities as required within the scope of the role.
- To promote Sibford School to prospective parents and feeder schools.

### Support, welfare and guidance

- To create a warm, friendly and supportive environment and to demonstrate personal interest in the lives of our young people.
- To help diagnose difficulties and offer solutions, liaising with outside agencies as appropriate.
- To promote and develop an understanding of the "Quaker ethos" in our students.
- To promote and celebrate pupil achievement and monitor interventions for underperformance.

### Management

- To liaise with the Deputy Head and the Pastoral Board as well as academic staff regarding pupil progress.

- To co-ordinate and lead the Tutor Team, and to organise and run the end of term awards meetings for the Key Stage.
- To plan and oversee the delivery of the PSHE programme for Key Stage 4, including all RSE requirements.
- To complete administrative tasks promptly, and to keep accurate records of telephone calls and interviews on SIMS as well as the effective use of CPOMS to record and share information.
- Maintenance of pupil pastoral records using the school's MIS/pupil files.
- Identification of, and support for underachieving pupils.
- To administer the Academic Tutorial process for the Key Staff and review the tutor comments.
- To oversee the induction of new pupils.
- Support with the organisation of whole school events, such as Open Evenings, Sports Day, Celebration Evening and KS Parents' evenings.
- To support the Deputy Head in the running of the whole school Student Council with other Heads of Key Stages.
- To oversee and take responsibility for the end of Year 11 celebration.

### **Key Performance Measures**

- Positive rewards (House Points etc.) continue to increase.
- Behavioural trends improve as part of an overall strategy of promoting the school values.
- Key Stage tutors are effectively supported.
- Pupil progress is effectively monitored and supported.
- Pupils feel able to air their concerns in the knowledge they will be supported (i.e. through pupil questionnaires/interviews).
- Consistent and fair approach to discipline is evident.
- Productive dialogues with parents and staff are maintained.
- Timely and effective handling of safeguarding cases as part of the safeguarding team.
- The school is fully compliant with the current ISI expectations regarding PSHE and RSE.

### **Skills and Competencies required in the role**

- Drive, energy and a 'can do' approach.
- Strong time-management and organisational skills.
- Ability to motivate and empower young people.
- Ability to manage changing priorities in response to student demand or need.
- Excellent communication skills at all levels.
- Ability to build positive relationships with students, staff and parents.
- Durable sense of humour.

**Safeguarding Responsibilities:**

- To know the identity of the School's Designated Safeguarding Lead and Deputies.
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the School's procedure.
- Be aware of the School's Safeguarding and Child Protection Policy and to follow its requirements.
- Attend training relating to Safeguarding of Children provided by the School as required.
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued.
- The School is fully committed to safeguarding the welfare of all pupils and expects the same from its volunteers, employees and representatives.

This role is subject to clearance of an Enhanced DBS check.

This role is combined with responsibility for Key Stage PSHE (including statutory RSE).

To lead, manage develop and be accountable for the pastoral and extended staff team (internal and external providers) delivering PSHE and the curriculum at Key Stage in order to ensure the highest possible standards of pupil personal development and wellbeing as well as ISI compliance.

To develop opportunities to improve the range and quality of social, spiritual, moral and cultural experiences students can engage within and outside of the curriculum.

The Head of Key Stage acts as Deputy Designated Safeguarding Lead for the school and as such will be required to attend relevant training as required.

The post holder will be expected to complete the relevant Safeguarding training, and to become an active part of Sibford School's Safeguarding Team.

The role will require flexibility and an expectation of some work beyond the standard school day including certain Key Stage/whole school events.

April 2024