

THE FRANCES BARDSLEY ACADEMY FOR GIRLS

JOB TITLE: STATUS: GRADE: RESPONSIBLE TO: RESPONSIBLE FOR:	ASSISTANT HEAD OF SIXTH FORM PERMANENT, FULL-TIME MPR/UPR incl. Outer London Weighting TLR 2C Associate Assistant Vice Principal KS5 and Vice Principal KS5 Supporting welfare; Pastoral and Achievement
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JOB PARTICULARS

- To support student progress in the 6th form
- To support student Welfare and pastoral care
- To assist with the enforcement of high standards of behaviour including the dress code, good attendance and punctuality
- To take assemblies
- To support the Associate Assistant Vice Principal and Vice Principal KS5 as necessary
- To help manage the 6th form tutor team
- To lead on student voice in the 6th form
- To support the 6th form CARERS programme
- To attend 6th form site meetings

OTHER DUTIES:

- Comply with any reasonable request from the Headteacher or senior leadership to undertake work of a similar level that is not specified in this job description
- To play an active role in the life of the school, upholding the values of the school and inspiring confidence in those in the staff.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ (Headteacher) Date: __/__/__

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

Signed: _____ (Assistant Head of Sixth Form)
Date: __/__/__