



DRAYTON MANOR HIGH SCHOOL



Parliamentary Review

Ambition

Character

Civic virtue

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WELCOME FROM THE HEAD

Dear Applicant

Thank you for the interest you have shown in the post of Head of Year - Sixth Form at Drayton Manor High School and welcome to our inspiring and exciting school that provides a truly exceptional education.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our school motto of *'Nec Aspera Terrent - hardships do not deter us,'* is at the heart of our ethos and we live this vision every day in our work with our students and everything that we do. The school is a calm and purposeful place where good manners and good behaviour are considered essential. We have no doubt that this moral education and the way it is combined with academic expertise are key factors in our school's success.

Our teachers have excellent subject knowledge and are adept at not only preparing our students for examinations but for building their confidence so they are well prepared for their future lives, whatever their chosen path. We are very proud of our rich and wide curriculum which supports the growth and development of our student body and staff play an integral role in supporting this.

It is over 95 years since Drayton Manor opened in 1930 and we continue to build on the successes of the past to put the school in the best possible position for the next 95 years. Our school is a positive, welcoming and encouraging environment, which is a reflection of the outstanding contribution our staff members make to all aspects of our busy school life.

Drayton Manor recognise and value continued professional development. Deliberate Practice, Curriculum specific training and Instructional Coaching are at the heart of our pedagogical training model with every teacher having the opportunity to work one-to-one with a coach. Additionally, we have a legacy of developing educational leaders including supporting staff through a range of National Professional Qualifications. The successful candidate will be able to demonstrate an ongoing commitment to professional development in all areas of their practice.

We offer

- The opportunity to work for an organisation which is value-driven and places our students at the centre of everything we do
- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression to Deputy Headship and Headship
- Flexible and remote working opportunities mapped onto each professional's calendar
- Access to a private health care and wellbeing support package
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school

Candidates who have extremely high expectations and who are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

As an inclusive employer we are seeking candidates from a range of backgrounds and invite you to visit our website, which offers further information about the school, or contact HR (hroffice@draytonmanorhighschool.co.uk) if you have any queries or would like to arrange a site visit.

Yours faithfully,



Mrs Lisa Mills

Headteacher



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Head of Year - Sixth Form
GRADE	Management Allowance (MA) 4 £52,408 - £72,670
RESPONSIBLE TO	Head of Sixth Form

JOB PURPOSE

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- to oversee and monitor the learning experiences of all students in the year across all curriculum areas
- to be responsible for all arrangements relating to 1 above
- to promote the social and emotional development of each student
- to keep parents fully informed of the progress of the student
- to manage and be responsible for the efficient and effective use of Year Team resources
- to promote and maintain effective communications within the Year Group and Year Team
- to plan and implement effective transition into the sixth form including supporting with admissions and enrolment
- To oversee and monitor the UCAS and employability programme

KEY TASKS

- to lead the Year Team
- to ensure that the Year Team meets regularly within the school's consultation structure and that they understand the policy of the school

- to supervise attendance and punctuality - check attendance registers at least once a week for poor attendance, punctuality and truancy and ensure that registers are correctly completed. Follow up cases of truancy and liaise with the Welfare Office
- to support the School Behaviour Policy both by providing rewards and sanctions and monitoring the use of them with the Year Group
- to liaise closely with all outside agencies
- to work closely with the careers coordinator, most able coordinator and sixth form guidance coordinator and enrichment coordinator
- to supervise and organise the supervised study programme for student needing additional support.
- to be responsible for the maintenance of all appropriate records including students' individual files and records
- to know all students in the Year Groups as well as possible and to become accepted as a person to whom they can turn for guidance and counselling in addition to the Form Tutor
- to supervise and organise regular Year detentions and students 'On Report' system
- to direct the preparation of reports and references including confidential court, social services/medical reports
- to issue diaries and make regular checks and to ensure that Form Tutors make fortnightly inspections
- to co-ordinate all information received from staff, parents and outside agencies regarding individual students and to ensure that this information is distributed correctly and check that action is taken where and when necessary
- to be responsible for granting permission for students to go out of school where necessary
- to prepare and hold assemblies with the Year Group
- to develop and monitor strategies to maximise student potential across the curriculum in conjunction with Heads of Faculty/Department
- to promote the highest standards of behaviour and school dress within the Year Group
- to provide staff with appropriate information regarding social, emotional and medical problems
- to work with colleagues to evaluate and form the Year Team's Development Plan
- to be a member of the School Consultative Group and Pupil Development Group

- to take part in Performance Management as required
- to organise reports, progress checks and marksheets prepared for parents to check and comment on them and to organise their distribution
- to track students' progress and implement a pastoral intervention programme
- to organise and lead the daily duty team
- to co-ordinate extra curricular activities within the Year and to encourage participation in inter-house competitions
- to promote and support the school's Equal Opportunities Policy
- to work with enrichment coordinator to plan and oversee our community service programme
- to prepare reports which the Head or Deputy Heads may require. To inform the Deputy Head of students on and off roll
- to provide guidance on choice of subjects and courses and where possible to offer career guidance in liaison with the Head of Careers
- to organise Parents' Consultation Evenings and Information / Success Evenings as appropriate to the Year Group
- to oversee the Year Group's tutorial time, and at the start and end of term
- to undertake tasks specifically related to the individual Year Group
- to monitor independent study across the year group
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with
- To attend GCSE and A Level results days and to support with enrolment, results and guidance.



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE Head of Year - Sixth Form

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status (QTS) • Degree • PGCE or equivalent 	<ul style="list-style-type: none"> • Recent INSET
Experience	<ul style="list-style-type: none"> • At least two years successful teaching experience • Relevant management experience in a post of responsibility • A position of responsibility in a Pastoral System 	<ul style="list-style-type: none"> • Experience of working with outside agencies
Ability/Skills	<ul style="list-style-type: none"> • To lead and manage a Year Team • To liaise with senior colleagues and other post holders within the school and external agencies • To communicate effectively • To manage large groups of students in a variety of situations including assemblies • To oversee and monitor the learning experiences of all students in the Year • To develop and monitor strategies to maximise student potential • To understand whole school curriculum issues • To be an effective and efficient manager • To contribute to all aspects of the school • To motivate, encourage, counsel, guide and direct students 	
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	

Disposition	<ul style="list-style-type: none">• Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour• To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal• To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues• Evidence of commitment to and understanding of collective responsibility	
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EMPLOYEE BENEFITS



STAFF PRIVATE HEALTHCARE

All Staff have access to Private Healthcare Membership at no cost



PROFESSIONAL DEVELOPMENT

Ample opportunity for professional development. Education Professionals never stop learning



CYCLE SCHEME

Salary sacrifice Cycle-to-work scheme available to all staff



PAID DUTIES & FREE MEAL

Free lunch provided for each paid duty carried out at £24.50/hour



COMMUTE TO WORK

Within walking distance of Hanwell & Drayton Green Rail Station and accessible by E1, E3 and E11 buses & Elizabeth Line



WORKING HOURS & FLEXIBLE WORKING

Flexible and remote working opportunities are mapped onto each professional's calendar

THE APPLICATION PROCESS

Candidates should complete an application form describing how their skills, knowledge and experience match the job description and person specification for the post of Head of Year - Sixth Form.

This should be sent via email to hroffice@draytonmanorhighschool.co.uk to arrive by 12 noon, Monday 18 May 2026. You can download an application form [HERE](#).

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The closing date is 12 noon, Monday 18 May 2026.

Drayton Manor is committed to safeguarding and promoting the welfare of all children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring Service (DBS).