



BSiX BROOKE HOUSE SIXTH FORM COLLEGE

JOB DESCRIPTION

Post Title: Student Achievement Officer – Progression (Term Time Only)

Scale: Support Staff Scale Spine Point 19 to 21

Responsible To: Head of Department

The role is based within the Progression Department. The department curriculum offers Entry and Level 1 vocational study programs, ESOL, Functional Skills Maths and English. The department has approximately 130 students and 12 teaching staff. There is a higher than average amount of SEND and 14- 16 students on alternative provision studying in the department.

Specific Duties

Provide small group and in-class academic support.

To provide mentoring and coaching to students to improve their social and emotional wellbeing.

To liaise with teachers, tutors and Head of Department about the academic progress of individual students.

To provide our partner schools and boroughs attendance information for our Alternative Provision cohort.

To cover when necessary, lessons prepared by teaching staff.

To work with the senior tutor to support a department-specific tutorial program

To organise and support relevant and appropriate educational visits.

To organise and deliver relevant enrichment activities.

To keep in regular touch with parents so as to support students' progress.

To monitor attendance.

To undertake such other duties commensurate with the post which may be required from time to time.

Variation to this Job Description

This job description is designed to outline the main duties of the post. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at www.disclosure.gov.uk

May 2016

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PERSON SPECIFICATION

Please use this Person Specification when completing the 'Personal Statement' section of the Application Form.

Professional Qualifications and Experience

- A degree
- Experience of working with young people in a similar setting.
- Qualified or prepared to work towards Preparing To Teach In The Lifelong Learning Sector (PTLLS)

Knowledge and Skills

- A good knowledge and understanding of foundation learning
- An ability to communicate this knowledge and understanding to young people
- A capacity to liaise effectively with a range of partners including college leaders, teachers, tutors and students
- The ability to work flexibly in the best interests of the College and its students
- The capacity to challenge students to perform to their very best

Personal attributes

- A commitment to non-selective, comprehensive education
- A determination to act in the best interests of young people
- High expectations for all students
- A desire to ensure that all students achieve to their very best
- A tenacious and highly organised approach to the completion and follow-up of tasks
- Patience, persistence and resilience