Job Title: Student Progress and Pastoral Support Leader – Post 16

Pay Scale: £32,633 - £36,386 FTE. (Actual £28,051 - £31,278)

Report to: Vice Principal – Behaviour and Safety

Hours: Term time plus 2 weeks.

What's it all about?

As Student Progress and Pastoral Support Leader for Post 16 students within the Academy, you'll be responsible for offering guidance, support and mentoring to students in years 12 & 13. You will help to support their transition firstly into year 12 and then on from the end of year 13.

What will you be doing?

- You'll monitor the student progress of Post 16 students and highlight those for whom additional support or interventions may be required.
- You'll support students in their transition into year 12.
- You'll then go on to support students with their plans for next steps, including, but not limited to, UCAS applications, ensuring that students receive timely and appropriate information, advice and guidance about careers, training and job opportunities.
- You'll set up Individual Achievement Plans for students to help support their goals.
- You'll establish productive, positive relationships with students acting as a role model and setting high expectations and help those struggling to manage their behaviour.
- You'll monitor attendance and work closely with the attendance officer to support improvements.
- You'll support students consistently whilst recognising and responding to their individual needs.
- You'll provide feedback to students in relation to progress, achievements and goals for the future.
- You'll liaise with parents and update them on how their child is progressing towards their future goals.
- You'll offer support and be the point of contact for all students on internal and external exclusions and in detentions.
- You'll support the development of the PSHE curriculum to be delivered by tutors.
- You'll work closely with others in the same role to share skills, knowledge and support.
- You'll arrange supervision for students on site but not in lessons. You’ll also supervise the LRC on occasion.
- You'll support the recruitment of students into the sixth form
- You'll set up an alumni of ex-students.
- You'll support duties, including escorting students to the train station.

What we expect from you:

- You'll have experience of working in a similar role, supporting students.
- You'll have experience of enabling young people to overcome barriers to learning and achievement.
- You'll have the ability to relate well to students and staff alike.
- You'll be a strong team player with the best interests of our young people at the heart of everything you do.
- You'll be able to think on your feet and deal with any issues that may that arise in a positive manner.
- You'll need to be able to communicate effectively both verbally and in written form.
- You'll be able to manage a busy workload and effectively prioritise tasks that need to be completed.
- You'll support the vision of the Global Academy.

The Academy is committed to safeguarding and promoting the welfare of the children and young people in the Academy and expects all staff to share this commitment. The position is subject to an enhanced DBS disclosure. All staff at the Global Academy are expected to abide by the staff code.