

Job Description

Name:

Job Title: Sixth Form Academic Coach & Study Co-ordinator

Pay Scale: Pay Scale NJC Scale 6 (£27,402 - £29,010)

Term time only plus 10 days – Actual salary £25,009 - £26,477 (Pt 26-28).

35 hours a week (8.30 am – 4.30 pm)

Reporting to: The Director of Post-16.

Job Purpose

- Ensuring a purposeful atmosphere is set up and maintained in the Sixth Form Study which allows students to study quietly or in silence.
- Providing advice on academic essay writing and supporting students to develop higher order literacy and thinking skills e.g helping them to plan the structure of essays, and developing skills of analysis and evaluation.
- Advising students on research skills, helping students to use a wide range of conventions for referencing sources.
- Engaging students to become effective, independent learners. Supporting students with organisational skills, revision techniques and exam preparation. This will include small group and 1-2-1 coaching.
- Liaising with Heads of Subjects to ensure that the library provides quality reading materials and resources to enrich subject knowledge across all courses.
- Ensuring that the Sixth Form Study Support is pleasant and welcoming so that students want to use it on a regular basis, this will include ensuring that there are attractive, relevant and informative displays.
- Co-ordinating academic opportunities for an identified group of students (non-HCN) and recruiting and tracking their involvement in these activities; this would include externally provided subject specific workshops, seminars or masterclasses, subject taster events and shadowing opportunities at universities.

In addition to these responsibilities, the Sixth Form Academic Coach & Study Co-ordinator will be:

- Expected to assist with a range of administrative duties as required by the Director of Post-16 in order to monitor the use of the Sixth Form Study and establish user requirements.
- Provide information to students via tutor time activities, assemblies or meetings.
- Expected to run an enrichment or extra-curricular session for sixth form students e.g. Debating Club, Research Skills, Writing Workshops, Critical Thinking Skills etc.
- Attend post -16 team meetings.

Interacting with students, parents and staff

- Handle difficult situations and issues with sensitivity and calm ensuring awareness of the safeguarding of our students, data protection and the need for strict confidentiality at all times.

Other Duties

- In the event of an emergency to adhere to the office evacuation procedures and to assist with an accurate roll call.

Sixth Form Academic Coach & Study Co-ordinator JD
January 2018

- To assist in the promotion of the school through the sensitive dealings with children, parents and visitors at all times.
- Any other duties as can be reasonably expected within the boundaries of the Library and Sixth Form Study.
- Together with your line manager be responsible for identifying and agreeing your personal development/training needs.

Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Keeping children safe in education: information for all school and college staff' document.

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Person Specification

Category	
Qualifications and Training	<ul style="list-style-type: none">• A well-qualified graduate.
Experience	<ul style="list-style-type: none">• Experience of working with young people in a school, sixth form college or FE college or in another educational setting in either a paid or voluntary capacity.• Experience of using MS Word, Excel and SIMS.
Skills, knowledge and aptitude	<ul style="list-style-type: none">• High expectations of students and the ability to motivate them to ensure that they can achieve their full potential.• Knowledge of and commitment to providing quality Information, Advice and Guidance.• Good ICT, administrative and organisational skills. The ability to prioritise changing demands whilst managing own workload.• The ability to work flexibly as part of a team and to work co-operatively and collaboratively.• The ability to communicate effectively with students, parents, teaching and non-teaching staff and outside agencies.• Knowledge of and commitment to strategies to ensure inclusion and equal opportunities.• Evidence of a good record of attendance and punctuality, and an ability to cope under pressure.
Personal Attributes	<ul style="list-style-type: none">• Energy, ambition and enthusiasm.• Ability to establish inclusive, respectful, supportive and constructive relationships with young people.• A “can do” attitude towards supporting the aims and ethos of Haverstock School Sixth Form and contributing to its success.• Commitment to the protection and safeguarding of children and young people.

Haverstock is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.