

St Mary's Church of England High School
Post 16 Student Manager



Pay Grade: H5/H6 (20–23)

Job Description

Accountable to: Director of Sixth Form
SLT Line Manager
Head Teacher

Purpose

- Promote the safeguarding and wellbeing of all students (there is an opportunity to act as a DSP for the school if this is appropriate)
- To promote inclusion and safeguard the welfare of all children and young people at St Mary's and work with the SLT i/c Safeguarding to actively respond to safeguarding concerns involving post 16 students.
- Model a positive learning culture that promotes Christian values, excellence, equality and inclusion, high aspirations and expectations for all students to raise attainment and optimise personal development
- To have a good knowledge and understanding of KS5 student performance data including target setting and other data that is used to track and measure student outcomes eg attendance/punctuality and progress data
- To monitor and support improved achievement of all students but in particular those who are subject to PPG Funding or at risk of underachievement to ensure the welfare and progress of all students so that any achievement gaps are closed
- To monitor and support excellent attendance by all students and implement intervention where attendance is below target
- Organise and contribute to a range of support, enrichment and intervention programmes for KS5 students, and as part of programmes for other year groups, to raise the attainment of targeted students and boost performance outcomes of those at risk of underachievement
- To work with the Progression Manager to support provision of the Working Skills accreditation linked to Professional Learning Placements and carry out any administration/organisation in relation to this.
- Supervise and actively mentor students to facilitate, promote and support good study habits
- Liaise regularly with and provide a first point of contact for parents/carers, to provide information and support home school learning and parent/carer engagement
- Provide support for the Directors and the Academic Tutor Team in carrying out their school responsibilities
- Liaise and work collaboratively with the Director of Inclusion, Inclusion Team, Teaching & Learning Area Directors, subject and administration staff as required to fulfil duties
- To promote the Sixth Form and Leadership Centre with parents/carers and students across the school to raise the profile of the sixth form and increase applications and retention of students at SMHS.

Responsibilities

Working with the Director and Academic Tutors:

- To work with the SLT and other colleagues to promote the Sixth Form at SMHS with Years 7 to 11 and the wider community to increase retention of SMHS students into the sixth form and attract applications from external candidates.
- To support and assist The Director of Sixth Form and the Academic Tutor team in promoting and monitoring high standards of attendance, personal conduct and welfare ensuring all Post 16 students have outstanding behaviour for learning and are excellent role models and ambassadors for SMHS

- To support the Director of Sixth Form and Academic Tutor Teams in the academic monitoring of students in KS5 using data provided and support students in keeping track of their own progress and in tracking the progress and development of students to achieve their aspirational targets
- To work with the Sixth Form Leadership[p Team (and from time to time other Directors and the Student Manager Team), to plan and organise interventions and drop day activities to deliver a high quality pastoral and personal development programme that includes activities that address gaps in achievement and personal development identified by tracking
- Work with the CEIAG Lead to liaise with YC Herts regarding information, advice and guidance to promote aspirational progression pathways and careers for Post 16 students
- Work with the Director of Sixth Form to support and contribute to the process of UCAS, apprenticeship and employment applications and any other work to promote aspirational career progression
- To keep appropriate records and reports in accordance with direction from the Director of Sixth Form and link SLT line managers
- To contribute to the induction programme for Post 16 students, Sixth Form Information evening and other key events and support the Academic Tutor Team in the organisation and management of consultation evenings and general information evenings.
- To carry out administrative tasks such as keeping a record of students' attendance and following up attendance issues
- To work with parents/carers to overcome issues of attendance and academic progress and to promote parental/carers support for home learning
- To represent the school at reviews and meetings, relating to student welfare and support and other aspects of post 16 as appropriate and directed by senior colleagues
- To manage, coordinate and contribute to programmes of community support and enrichment for students as required by the Director of Sixth form
- To work with the Director to actively support the systems and processes for Student Voice and student leadership opportunities for Post 16 students
- To have an understanding and awareness of the UCAS process and Apprenticeships. To be able to support students apply to universities, secure apprenticeships or move into work
- To liaise with other institutions where students are studying to provide appropriate support and monitoring and ensure that any issues are dealt with appropriately
- To supervise student study and promote the culture of learning within the Sixth form
- To plan, co-ordinate and lead age appropriate interventions for Sixth form students to promote good mental health, life skills, positive learning and attendance
- To work with the Director of Sixth Form and other staff to implement and uphold the high expectations and standards required of Post 16 students in line with school policies and to enable students to be excellent role models and ambassadors for the school

Working with Post 16 students

- To challenge, inspire and motivate students to promote and develop their self-esteem, confidence and foster very high aspirations and 'limitless ambition'
- To support students generally so that they become confident, independent and self-motivated learners able to manage their own time and study effectively with regard for their wellbeing
- Monitor the welfare and progress of all students through use of school data and feedback from students and other stakeholders and work with the Sixth Form staff to provide appropriate support to maintain high attainment and standards
- Coordinate and communicate with parents/carers, staff and external partners in matters relating to student welfare and progress organising and attending meetings where necessary.
- Monitor student conduct and progress and use the reward systems and sanction procedures including the oversight of certificates and awards
- Ensure practices relating to record keeping and administration are secure and support each year group team and school administration
- To collate and provide information relating to the payment of 16 – 19 bursary

- To work closely with the Student Centre/Inclusion Team to liaise with internal and external agencies to ensure that student needs are met through a programme of pastoral, tutorial and intervention programmes
- To monitor and support students in the day to day management of their work and meeting deadlines for independent study, exam dates, revision programmes and preparation and coursework deadlines
- To monitor students during private study sessions, ensuring that they focus on their studies, supporting them to organise their work, overcome difficulties with their work and to seek additional support from their teachers/tutors if necessary
- To work with students who are facing challenges with their personal development or behaviour for learning and working with staff and parents/carers to support them in overcoming issues in line with school policies
- To support the rewarding of students in line with the School policy on rewards
- To provide support for students through work with partners, businesses and external agencies to enrich interventions and opportunities to strengthen CVs, UCAS applications and personal portfolios
- Supporting students with their career aspirations, PLPs, apprenticeship/work applications and UCAS applications, as directed/required
- To support the work of the School Council/Student Voice and encouraging/promoting student responsibility and leadership so that Post 16 students have a high and valued profile in school and the local community

Safeguarding

- To work with the SLT i/c Safeguarding to maintain the highest level of care and support for Post 16 students identified at risk of safeguarding issues and who have been identified as having safeguarding concerns.
- To attend meetings, write and present reports regarding safeguarding and child protection
- To monitor students with safeguarding concerns and respond proactively to ongoing support/intervention as required
- To liaise with the SLT i/c Safeguarding and other colleagues/external agencies, contributing to updates and reports as required
- Maintain an overview of all CP, CIN, EHM referrals and safeguarding concerns involving Post 16 students, being aware of the progress of support programmes, intervention and care plans and reporting this regularly to SLT i/c Safeguarding
- Undertake statutory training and CPA as required to remain up to date with developments in safeguarding and schools responses to safeguarding.

Curriculum

- Track and monitor the access of PPG students and those at risk of underachievement to all aspects of curriculum provision (including enrichment) and refer for support and/or funding to reduce the risk of underachievement
- Work with the colleague i/c enrichment to track the engagement of students in enrichment programmes. Implement support for those who would benefit from engagement or whose underachievement could be reduced through engagement
- Contribute to the monitoring of progress of individual students through using data, file sampling and student observation as required by the Director of Sixth Form
- Work with the Director to support the work of the tutor team and contribute to the planning and delivery of PSHE and SMSC, Citizenship, CEIAG and pastoral programmes.
- Work with the Director of Sixth Form and Inclusion to oversee the provision of appropriate programmes of support, intervention and learning materials for those who are returning from long term absence or who are admitted to SMHS as a Casual Admission / admission as external Post 16 student.

- Liaise with appropriate agencies regarding provision and support for students who have long term medical issues, who are carers or who have other significant issues that may impact on learning outcomes and place them at risk of underachievement

Other Duties:

- Contribute to collating/maintaining records/student files of the year group(s) and general year administration
- To keep up to date with training and professional development including the use of ICT to promote the effectiveness of the Post 16 Student Manager role and to facilitate student support and administration
- To contribute to duty rotas before and after school and during the school day as required to support students wellbeing and safety
- Ensure the implementation of all school policies with particular regards to the Code of Conduct, Attendance for Learning Policy, Behaviour for Learning Policy and Personal Presentation Policy.

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school.

As there is a high degree of contact with children an enhanced disclosure will be sought for this post through the Criminal Records Bureau as part of pre-employment checks.