**SIXTH FORM GUIDANCE AND SUPPORT OFFICER**

**JOB DESCRIPITON**

**salary**

Grade H (£21,268 – £24,174)

(£17,647.90 - £20,059.26 Pro Rata)

**hours**

40 weeks a year (Term time + INSET days results + 5 evening events per year (equivalent to 2 days) + 2 days for A level results + 1 day for GCSE)

35 hours a week; 7 hours a day (8.30 – 4.00 with 30 minute lunch)

**Responsible to**

The Director of Sixth Form

**Purpose of the Post**

* To provide day-to-day pastoral support, advice and guidance for students in the sixth form and promote their emotional well-being, engagement, and attendance throughout their time in the sixth form
* To do everything possible to remove obstacles to learning and provide a caring, harmonious environment in which students can learn and act as a point of contact between teaching staff and students
* To facilitate support for sixth form students through liaison with parents/carers, teachers/tutors and a range of internal and external professionals and organisations promoting high levels of attendance, engagement, behaviour and inclusion.
* To advise Year 11 students considering coming into the sixth form
* To liaise with tutors, Heads of Department and the Director of Sixth Form about the tracking and monitoring of sixth form students and the identification of needs for pastoral support and other intervention
* To manage the day to day running of the student body
* To maintain individual records and undertake administration associated with the management of a Year Team Office.

**Key Duties and Responsibilities**

* To provide advice and guidance to sixth form students about their post-18 options and to promote their personal development
* To support sixth form students with their applications to university and other post-18 education providers or employers
* To support students pastorally throughout their time in the sixth form, providing advice on dealing with stress, working and revising effectively, and generally being available to talk to about any concerns they may have.
* To respond to and take steps to resolve relationship issues between students that have occurred both within school and outside the school, and ensure swift contact is made with parents/carers whenever incidents occur
* To collect and collate statements relating to incidents, following up directly when appropriate.
* To maintain strong relationships with parents/carers, teachers/tutors, Heads of Department and the SENDCo about all matters concerning sixth form students
* To be the first point of contact for parents/carers, being responsible for and dealing with issues when appropriate, and referring to other staff where necessary.
* To implement appropriate rewards or sanctions to ensure the smooth running of the student body.
* To supervise the sixth form study room to ensure students work quietly and effectively during their free lessons.
* To report to the Director of Sixth Form about students, and discuss further actions as necessary.
* To liaise with other staff in the school about any sixth form student as necessary
* To work with the Assistant Principal in charge of Careers, Advice and Guidance to provide support for Year 11 students as they consider their post-16 options as well as sixth form students as they consider their post -18 choices.
* To work with the Director of Sixth Form to promote and develop the sixth form.
* To promote and safeguard the welfare of children, young adults and vulnerable people at all times.

**General**

* Be aware of and comply with all school policies and procedures in particular those relating to safeguarding reporting and dealing with any concerns as appropriate.
* Respect the confidential nature of information relating to students and the school and adhere to the rules governing the protection of data strictly.
* Be responsible for promoting and safeguarding the welfare of students/children/young people who you are responsible for or come in contact with.
* Make recommendations via the Leadership Link to the Leadership team on operational improvements.
* Contribute to the overall ethos and aims of the school.
* Develop own effectiveness in the role by actively participating in own performance management/professional development.
* Ensure all tasks are carried out with due regard to Health and Safety
* Assist in break/lunchtime supervision as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

Reviewed March 2018.