**Sixth Form Support Assistant**

**Term Time Plus 10 DAYS**

5 days per week (08:00 – 16.30 daily finishing at 16:00 on Fridays)

**10 days:**

Results surgeries (GCSE and A level)- 5 Days in August

Early September INSET Day -I day

Attendance and support of the following events and meetings spread throughout the year to equate to 4 further days:

Year Team meetings

Year 12 Higher Education and Apprenticeship Information Evening

Sixth Form Open Evening

Year 12 Welcome Evening

Year 13 Apprenticeship Information Evening

The Sixth Form Support Assistant will work with the Sixth Form team to support students in relation to their welfare, learning, behaviour and destinations. This will include:

* Working with the Sixth Form team, Welfare Team and external agencies to support students in relation to welfare concerns.
* Support of the advice and guidance service provided to Y11 students as they make their decisions about Sixth Form courses.
* Support to students in relation to their post 18 pathways, particularly where students have identified non-UCAS routes such as apprenticeships.
* Support to specific students undertaking work placement programmes as part of their Sixth Form curriculum.
* Support to the GCE and GCSE results service in August
* Undertake any other tasks in support of students as reasonably directed by the Headteacher or Director of Sixth Form.