



An All-through Co-operative School

## **JOB DESCRIPTION**

**POST TITLE:** VI Form Study Centre Supervisor/KS5 Pastoral Support Adviser

**GRADE:** Scale 5, Spinal point 22 - 25 pro rata

**RESPONSIBLE TO:** Head of Sixth Form

**HOURS OF WORK:** 36 hours per week, term time plus 5 inset days

### **Main purpose:**

- Supervise a purposeful study environment and culture for learning in the Sixth Form Study Centre.
- To ensure all students use the Sixth Form Study Centre and IT equipment, books etc. in the area in an appropriate, responsible manner
- To support the schools behaviour for learning policy by promoting positive and courteous behaviour in the Sixth Form Study Centre
- To support the Head of Sixth Form and Director of Sixth Form in promoting, guiding and monitoring Sixth Formers in developing effective study skills, independent skills and research skills that support the curriculum
- To support the Director of Sixth Form and the Careers team to promote and display enrichment and HE/FE progression activities and study skills activities for KS5 and to maintain suitable books, journals and other HE/FE and Progression resources in the Sixth Form Study Centre
- Ensure all promotional display material is up to date and enhances the standard appearance of the Study Centre in order to provide an attractive environment conducive to achieving optimum use for purposeful study
- To attend assemblies as required and disseminate information to update the Sixth Form
- To assist Sixth Form Team in overseeing the pastoral care and support needs of individual students, groups of students and year 12 and 13 groups so that they achieve as highly as possible in all areas
- To work with Sixth Form Team and the wider pastoral team in supporting the implementation of the Good Behaviour Policy and Sixth Form Stage Approach with individual and groups of sixth form students
- To support the personal development, welfare and child protection needs of identified vulnerable students
- To work with parents regarding student progress, behaviour, attendance, punctuality and well being
- To support parents regarding key stage transition, school procedures and policy, information that pertains to improving home-school communication and parenting skills

## **Main duties and accountabilities:**

### **Behaviour Support**

- To assist Head of Sixth Form with the supervision of students over break and lunch times around the sixth form area and to support with behaviour, punctuality and attendance across the school
- Work with the Head of Sixth Form in implementing and evaluating KS5 Staged Approach
- Work with the Head of Sixth Form to ensure that the Good Behaviour Policy and Staged Approach is implemented so that effective learning can take place at KS5
- Monitor the behaviour of identified students
- Work with Head of Sixth Form and the pastoral team to coordinate sanctions and rewards and to liaise with parents where appropriate
- Initiate, coordinate and evaluate activities to develop the potential, skills, qualities and talents of students
- Encourage and motivate students' involvement in key events, the enrichment programme, extracurricular activities and support with the running of the year council meetings
- Work with parents/carers/ Sixth Form Team and form tutors on strategies to improve behaviour for learning
- Be available to deal with / pass on specific issues as they arise in the year groups.
- Provide individual and/ or group mentoring sessions for identified students (underachievers, those with welfare, health needs)

### **Attendance and Punctuality**

- Monitor, record and promote Sixth Form attendance and punctuality to school and class, actively dealing with both where necessary.
- Liaise with Head of Sixth Form regarding poor attendance and work with parents/carers on strategies to improve attendance and punctuality to ensure that the attendance target for the year group is achieved
- Support the Head of Sixth Form and form tutors in delivering interventions to support improved attendance and reduce persistent absence
- Work one to one with identified students or groups of students with attendance concerns
- Alert parents as required to poor attendance and persistent absence

### **Welfare, Safeguarding and Child Protection**

- Support the Child Protection Officers and Head of Sixth Form in implementing the school's Safeguarding and Child Protection Policy
- Liaise with the relevant staff on the progress of students who receive mentoring
- Support Head of Sixth Form to provide updates and action plans to staff for students who are CLA or subject to a Child Protection or CIN Plan

### **Transition and Admissions**

- Work with the Sixth Form team on the induction of all students and parents to the Sixth Form
- To support the entry discussion and admissions process into Sixth Form and support the Sixth Form Team in ensuring the smooth transition and induction of students into Sixth Form

### **Other duties relating to:**

#### **Smooth running of the VI Form:**

- To support the administrative assistant, Head of Sixth Form and the Lead Director of the Sixth Form as required with photocopying and other administrative tasks that can be done in the Study Centre
- Manage the procedures and systems including filing and recording systems, to ensure the efficient administration of the sixth form
- To provide administrative assistance on A Level and GCSE results/ enrolment days as required
- To co-ordinate subject cover work from departments as required
- Act as a first line of support to students with concerns resolving issues where possible, engaging further support and advice where appropriate

#### **Working with Parents**

- Be the first line of communication with parents, concerning pastoral issues in a particular year group
- Promote high quality parenting at home, such as encouraging conversations between parents/carers and their children and promoting authoritative rather than authoritarian discipline
- Encourage good relations and effective dialogue between parents, families and teachers about children's progress
- Develop innovative ways of engaging with and developing services for families, especially those who are hard to reach (e.g. fathers, parents of disabled children who need access to short break services) and to encourage families to be involved in their communities, and where desired, develop links with other families with similar needs
- Work with the Head of Sixth Form in partnership with external stakeholders and partners to inform, advise and guide students and parents on transition to Post 16 or employment
- Work with the Head of Sixth Form in supporting parents and students with information, expectations and deadlines
- Work with the Head of Sixth Form in auditing parental concerns and provide support for families
- Assist in the delivery of parents' evenings

#### **Training and CPD**

- Attend training and undertake appropriate professional development activities as required for the role or as identified in professional development reviews or operational supervision
- Attend relevant staff meetings and whole staff training as required

#### **NOTE**

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / Line Manager and Head.

## **School Standards**

### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Preston Manor is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

### **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

### **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

### **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. The school's named person for **Child Protection** is **Caren Urbani**. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

### **General**

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at management Head's discretion.

Roles and responsibilities within the Schools Support Services team may be rotated at appropriate intervals to ensure a range of administrative experience and appropriate CPD.

**Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed as and when required and it may be subject to modification at any time after consultation with the appropriate parties.*