

## Job Description and Person Specification: Sixth Form Study Support Officer

### JOB DESCRIPTION

<b>Post Title</b>	:	<b>Sixth Form Study Support Officer</b> (with a possibility of an additional responsibility and salary for the right candidate for Careers Co-ordinator)
<b>Status</b>	:	<b>Full time, Fixed Term 1 Year</b>
<b>Line Manager</b>	:	<b>Sixth Form Administrator</b>
<b>Hours</b>	:	<b>36hpw x 39wpa, 8.45am-4.30pm (Monday) 8.30am-4.15pm (Tuesday to Friday) with 30 minutes lunch each day</b>
<b>Allowance</b>	:	<b>Scale 5</b>
<b>Start Date</b>	:	<b>1<sup>st</sup> September 2023</b>

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

### Purpose of the job:

To assist the Senior Practitioner of Post 16, tutor team and Sixth Form Administrator with the administration of the Sixth Form and pastoral care of the students. To support and guide students through Years 12 and 13 to ensure a high-quality work focused environment to support the highest levels of achievement within the Sixth Form. To assist in tackling underachievement within the Sixth Form primarily, but also elsewhere within the school, by working in partnership with students, teaching and pastoral staff, families, parents and carers in the school context to enable students, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning, achievement and participation. To use strategies to improve learning and raise attainment, improve attendance, raise standards of behaviour and assist with the transition to University/College or career management and ensure maximum success for students gaining entry to an appropriate University.

### Duties and responsibilities:

#### Student Progress at KS5

- To oversee the Sixth form Study Area, supervision of study conditions during lesson times and Common Room space during break/lunch time, between the hours of 8.30am to 4.15pm. Ensure an atmosphere/ethos for study.
- To coordinate and monitor compulsory supervised study sessions, liaising with the Sixth Form team.
- To supervise a timetable of study sessions for Year 12 and 13 classes, as well as targeted intervention sessions.
- Oversee condition of room/litter/ICT/printer provision.
- Maintain the register of compulsory study candidates referred in by staff.
- Register and review attendance at the timetabled supervised study sessions.
- To ensure that every student has a personalised study programme.
- Communicate with parents regarding concerns.

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- Run post school catch up/supervised study sessions for students behind with work or who want somewhere to study.
- Monitor re-sit classes for English and Maths and tuition.
- Assist with organisation of Parents Consultation/Information Evenings.
- To work with teachers and students to devise, implement and evaluate student action plans and individual programmes of study. To support the implementation of the plan with individuals or small groups of students, such as running support groups as necessary and appropriate.
- To work alongside teachers and support staff to promote the effective use of behaviour management strategies.
- To assist with specific Sixth Form activities – assemblies, Enrichment Programme and weekly activities, work experience and general admin support.

### **Parenting Support and Information**

- To work alongside the wider Sixth Form team to communicate with and support parents, with a particular focus on study skills and effective home learning.

### **Where School Attendance or Behaviour is Impacting Upon Achievement**

- To assist in identifying with parents and the Sixth Form team reasons for their children's non-attendance and work with them to resolve the situation at an early stage in order to achieve regular attendance.
- To support the work of the School Attendance Officer and wider Sixth Form team when the early support provided has not resulted in improved attendance.

### **Reporting**

- To maintain accurate and up to date records of work undertaken.
- To ensure all record keeping relating to students' and families remains confidential in line with school policy.
- To conduct reviews of the effectiveness of the work being carried out, including monitoring and evaluation of outcomes in line with the local authority agreement.
- To keep informed records of all action taken to improve the progress and attendance of students.
- To bring relevant information to the Sixth Form Team when learning and behaviour are monitored and reviewed.

### **Other**

- To attend relevant training/CPD
- To carry out all duties and responsibilities with due regard to the organisation's existing policies, such as child protection, health and safety, equal opportunities and data protection.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

**There is a possibility of an additional responsibility as a careers coordinator and increased salary for the right candidate. Please indicate in your application if you would like to be considered for the additional role alongside the substantive post:**

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### **Careers Coordinator:**

The Careers Coordinator will work with the Strategic Careers Lead in leading, managing, developing and improving the careers provision offered at Chace. Their role is to raise student achievement and aspirations through implementing a careers program that allows every student to set aspirational and realistic future goals, with a focus on key targeted groups in line with the school's priorities. They will ensure that curriculum learning is clearly linked to careers, as well as ensuring that the careers programme at Chace meets the statutory requirements of the Gatsby benchmarks.

As the Careers Coordinator, you will be expected to:

- Champion careers guidance education at Chace, liaising with external stakeholders and staff as necessary
- Monitor students' engagement with the careers programme, specifically through the Start programme
- To support and inspire best practice careers education around school in line with the GATSBY benchmark
- To provide an engaging and interactive CIAG and support students in subject options and post school choices, such as Careers fair and external speakers
- Provide options guidance throughout school, including university and apprenticeships
- Provide opportunities for parents to engage with careers education through PCEs, Start, involvement with careers events and newsletters
- Plan and lead careers training and support for teachers to ensure that curriculum learning is clearly linked to careers
- Successfully plan and implement an age appropriate careers week and enrichment day for each year group incorporating the local offer, in partnership with the Careers Lead
- Plan and oversee a key stage specific programme for under-achieving Pupil Premium boys
- Prepare termly reports on progress of the careers action plan
- Arrange the careers interviews and liaise with the careers advisor
  
- Attend relevant training and meetings such as LEAN and the Enfield Careers Hub, disseminating the information as necessary
  
- Developing and utilising an Alumni database to support implementation of engaging CEIAG
  
- Attendance to training events and conferences and establishing network from peers in other institutions and the labour market
  
- Carry out any other duties as reasonably requested by the Headteacher.

All Chace staff will:

- promote equality of opportunity;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school vision and values;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;

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- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

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### PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable	Evidenced by
<b>Qualifications</b>			
5 GCSE and A Levels(A*-C) or equivalents	✓		Application
Honours degree or equivalent		✓	Application
A range of in-service training which should include accreditation		✓	Application
<b>Experience</b>			
Working in a school or busy office environment	✓		Interview
Managing and dealing with confidential issues appropriately.	✓		Application/Interview
Managing and maintaining accurate records and filing systems		✓	Application
<b>Knowledge and Skills</b>			
Ability to communicate effectively, orally and in writing to a range of audiences e.g. staff, pupils, governors, parents	✓		Application/Interview
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school	✓		Application/Interview
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines	✓		Application/Interview
A learner, willing to undergo training and learn new skills as necessary	✓		Application/Interview
Ability to work to professional standards, to develop effective working relationships, think independently and make judgements	✓		Application/Interview
Strong interpersonal skills	✓		Interview
Attention to detail/working with accuracy	✓		Application/Interview
<b>General/Personal Qualities and Characteristics</b>			
A commitment to the school's vision and values	✓		Application/Interview
A 'can do attitude' and an ability to	✓		Application/Interview

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solve issues as and when they arise			
Adaptable to working within a team	✓		Application/Interview
A calm demeanour and the ability to work well under pressure	✓		Application/Interview
A commitment to the protection and safeguarding of children and young people	✓		Application/Interview
A commitment to equality of opportunity and inclusion	✓		Application/Interview