**SIXTH FORM CO-ORDINATOR**

**Job Title:** Sixth Form Co-ordinator

**Responsible to:** Head of Key Stage 5

**Hours:** 37 hours

**Contract:** Term-time, plus 5 days

**Salary:** H5

**OVERVIEW**

The Sixth Form Co-ordinator works with students in an open and flexible way. Reporting to the Head of Key Stage and liaising with a team of tutors, the mission is to raise levels of participation, retention and performance through a combination of challenge and support.

To role will require the Sixth Form Co-ordinator to:-

* Undertake Post 16 administration
* Monitor post 16 attendance and punctuality, challenging casual absence and offering support as required.
* Offer sustained and confidential pastoral support where personal issues present a barrier to learning: including, where necessary, liaison with other agencies e.g. AEN and CSF

**RESPONSIBILITIES**

To promote student attainment by working with the Head of Key Stage 5

* Promote and support students across the key stage to achieve their potential during their time at Laureate Academy
* For students to feel safe and create confident, resilient, passionate and independent learners
* To work with the Head of Key Stage to promote an ethos of inclusivity and students aiming high and achieving their potential
* To collate information to inform the decision making process of students and the direction taken for students
* To work with students in the key stage to remove barriers to learning to enable them to be successful
* To supervise the sixth form study area
* To be the first point of contact for student absence
* To ensure high standards of uniform
* To support students with next steps including university applications
* To provide mentoring to students to remove barriers to learning across the key stage
* To support the Head of Key Stage at Academy events to provide general year information and also take part in specific conversations as required
* To be the key link between other sixth forms in any consortium and across the Trust
* Establish co-operative relationships with parents and carers of students across the key stage including punctuality and attendance.
* Lead on care support under the direction of the Head of Key Stage
* Be Lead Professional on Early Help Assessments and attend reviews where needed
* Support the transition of students between key stage 4 and 5 and the wider world once studies are completed (attend both A-Level and GCSE results process and day)
* Liaise with outside agencies where needed and complete referrals as directed by Head of Key Stage/SENDCO/SLT
* To ensure continuity in the event of staff absence from classes, by making sure that work is set and communicated to the students.
* To manage all arrangements regarding student transport
* Liaison with the Sixth Form Partnership in the community
* Undertake any other duties within the scope and purpose of this post as directed by the line manager

**GENERAL POINTS**

No job description can be entirely comprehensive and roles develop organically over time. The post holder will be expected to adapt and carry out such duties as may be required from time to time, on the understanding that they will be within the individual’s remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment and hold this responsibility.  To this end both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role.

June 2019