

Pastoral Support and Sixth Former Services Co-ordinator

Job Title	Pastoral Support and Sixth Former Services Co-ordinator
Salary	GR6 £23,750 - £26,000 (£21,171 - £23,177 pro rata) depending on qualifications, skills and experience
Reporting to	Deputy Head Pastoral (and the Business Director as a member of the Business, Administrative, Associate & Technical Team)
Location	Stratford, Newham, London
Type of position	Term time plus 3 weeks
Hours	40 hours per week. There is a need to be flexible about hours in order to carry out the duties and responsibilities effectively. The postholder must be in school for the exam results in August.
Child Protection	All members of staff must comply with LAE's <i>Safeguarding & Promoting the Welfare of Children Policy (Child Protection Policy)</i> . If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our sixth formers, these concerns must be reported immediately in accordance with the policy.

London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Job purpose

- Pastoral Support - to ensure, in liaison with the Deputy Head and other SLT members, that sixth formers have a positive and supportive experience at LAE.
- Sixth Former Support Services - to support and co-ordinate, in liaison with the Deputy Head and other SLT members, the induction, retention and pastoral care of all sixth formers at LAE and the engagement of sixth former parents and carers.
- In liaison with the Deputy Head (Pastoral) to oversee and manage the school's attendance and behaviour systems.
- To be a Deputy Designated Person on the school Safeguarding Team.
- To be the school's designated wellbeing lead
- To be a Tutor.

Key Responsibilities and core activities of the role

- To be responsible for the administration of attendance, behaviour, rewards and sanctions
- To analyse attendance and behaviour data to identify trends and any disparities between groups. To present attendance and behaviour reports to Heads of House and SLT on a half termly basis
- To phone home when a sixth former is not in school and ensure the school has accurate attendance data at all times
- To lead on daily responses to sixth former lateness or truancy
- To ensure proper enrolment, transfer, withdrawal and completion of courses for sixth formers and ensure sixth former records accurately reflect sixth former status
- To support the Deputy Head with parental and external agency liaison relating to pastoral matters
- To oversee and administer sixth former financial support, especially sixth former deposits, trip monies, LAE Bursary, Hardship Fund and Free Meals
- To be one of the main first aid providers for sixth formers
- To oversee the systems and support for students with medical conditions including managing medication and student Individual Health Care Plans
- To manage the system for allocation of sixth former lockers and ID cards as well as ensure proper sixth former management of LAE property. This will include the administration of lost keys, books and ID cards and lost property
- To assist with data entry, UCAS admin, exams and invigilation as required during peak periods
- To prepare standard status references, where appropriate, for sixth formers for matters such as identity verification, accommodation and employment as well as liaising with other schools to obtain sixth former references
- To lead on the preparation and updating of the staff wellbeing training manual
- Member of the Health and Safety Committee
- To attend weekly safeguarding meetings and manage allocated internal pastoral cases
- To actively lead on e-safety within the school and other aspects of safeguarding as determined by the Deputy Head (Pastoral)
- Working closely with the Deputy Head (Pastoral) to ensure that mental health is at the top of the school's agenda
- Oversight of the Mental Health Network
- Management of the Time Out Space
- Leading on wellbeing interventions such as mindfulness and the QMUL Wellbeing Course
- Act as an easily-identified point of contact for pupils, parents and external agencies in regards to wellbeing
- Providing regular staff training on student wellbeing
- Supporting in the planning and delivery of wellbeing themed Personal Development Mornings

The role has the following additional responsibilities, in common with all staff at LAE:

- creating an effective rapport and a sound relationship with all LAE sixth formers, earning their respect and trust but maintaining proper professional boundaries by not deliberately courting popularity or friendship;
- contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each sixth former at LAE;
- prioritising at all times the safety and well-being of the sixth formers by following the *Safeguarding & Promoting the Welfare of Children Policy (Child Protection Policy)*;
- attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- contributing to the co-curricular opportunities offer for students (such as clubs and societies, sports and pathways)
- fulfilling any other reasonable duties, as requested by the Head Master, Deputy Head (Pastoral), or the Business Director.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions may be reviewed to ensure they are an accurate representation of the post.

Person specification

Essential/Desirable professional criteria	How these will be confirmed
<p>Level 3 or equivalent qualification including numeracy and literacy competence with at least a B grade in GCSE or equivalent in Maths and English is essential.</p> <p>An undergraduate degree is desirable.</p> <p>Willingness to undertake further training is essential.</p>	<p>Sight of original exam certificates / academic qualifications will be requested.</p> <p>Confirmation of former relevant employment will be requested.</p>
<p>Experience of the UK education system, managing resources effectively and working with young people is desirable.</p> <p>Experience of working with post 16 students within a pastoral context (experience of working in a similar role is preferred) is desirable.</p>	<p>Application Form.</p> <p>There will be opportunities at interview to discuss experiences and examples that demonstrate these qualities. Referees will also be asked about these. Confirmation of former relevant employment will be requested.</p>
Knowledge school systems and procedures is desirable.	
Good IT, excel, literacy and numeracy skills is essential.	
Ability to remain calm under pressure, and to prioritise, plan and organise work whilst in a busy environment is essential.	
Ability to communicate effectively with professional colleagues and sixth formers is essential. Ability to respond quickly and effectively to changing situations is essential.	

Ability to work on own initiative and be decisive but also as a member of a collaborative team is essential.	<p>Application Form.</p> <p>There will be opportunities at interview to discuss experiences and examples that demonstrate these attributes. Referees will also be asked about these.</p>
Ability to prioritise tasks and to be able to show initiative in dealing with day-to-day situations is essential.	
Personal and professional integrity is essential.	
Confident, positive and flexible attitude with high expectations of sixth formers is essential.	
Organised and methodical is essential.	
<p>An ability to deal appropriately with sensitive or difficult situations with clients/customers or members of the public is essential.</p> <p>Patience and empathy is essential.</p> <p>Experience of working with a diverse range of people is desirable.</p>	
<p>Proven ability to make decisions and solve problems, judge when to make decisions, or consult with others, or defer to the line manager is essential.</p> <p>Ability to analyse, understand and interpret relevant information and data, think creatively and imaginatively to anticipate and solve problems and identify opportunities is essential.</p>	
<p>Awareness and understanding of the safeguarding of young people is essential.</p>	<p>Interview questions will explore applicants' attitudes and knowledge of this.</p> <p>Referees will also be asked about this. Any relevant issues arising will be discussed with applicants.</p> <p>Applicants may be asked about</p> <ul style="list-style-type: none"> • their motivation for working with young people; • their ability to form and maintain appropriate relationships with young people; • their attitudes to the use of authority and maintaining discipline; • their emotional resilience in working with challenging behaviours.

