



## Job Description

<b>Job Title</b>	Sixth Form Student Support Officer	<b>Grade</b>	LBR 3/4
<b>School</b>	Oaks Park High School		
<b>Reports to</b>	Sixth form office manager		
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Manage the independent learning centre</li> <li>• Assist teaching staff/6th form HOYs with the coordination of intervention procedures for 6th form students.</li> <li>• Support with the administrative needs of the careers team</li> </ul>		
<b>Responsible to</b>	Sixth Form Office Manager, Head of Year 12, Head of Year 13, Assistant Headteacher i/c KS5/Headteacher/SLT		

### Main duties and responsibilities

#### Independent Study

- Supervise/monitor student work within Independent Study.
- Supervise Sixth Form lunch/ after school detentions.
- Collect work from Team Leaders/supervise examination practice within Independent Study.
- Collect and return PPE examination papers.
- Check registers for correct completion.
- Follow up all student absences.
- Flag up truanting with form tutors and calling home.

#### Managing Students:

- Support students in danger of failing/not completing courses.
- Ensure that intervention procedures are maintained/upheld.
- Liaise with Sixth Form team as required regarding KS5 intervention and progression.
- Ensure school policies are maintained/upheld. E.G. Uniform/Behaviour

#### Establishing supportive relationships with identified students:

- Encouraging acceptance and inclusion of identified students in all aspects of school life.
- Where appropriate, developing relationships to foster links between home and school.
- Taking responsibility for identified students and supporting them in achieving their targets.
- In consultation with teaching and sixth form staff, drawing up and implementing an individual action plan for each student with whom work is undertaken.
- Developing one-to-one relationships with students to monitor their progress towards agreed goals.
- Working in a variety of ways to support, motivate and challenge students to raise their levels of achievement.
- Tracking attendance of identified students and liaising with attendance coordinator to address issues.
- Support nurture group and pupil premium students in IL and run small sessions in the Sixth Form Library where necessary.
- Monitor and manage the 6th form library in the independent study room.

#### Careers

- Assisting the office manager in administering all aspects of the Sixth Form and Careers teams work, as a member of the team. Including maintaining and setting up new partnerships, supporting in planning and running the Year 12 careers week and the school careers fair, booking careers appointments, helping in maintaining the Quality Standard in Careers award, along with other day to day tasks.

#### Other Duties:

- Word process correspondence and undertake photocopying/collating duties as necessary.
- Participate in the development of sixth form policies and procedures.
- Coordinate and assist with GCSE & A Level registration enrolment day.
- Additional administration duties for sixth form teaching staff as necessary.



## General

- Attend relevant INSET courses as appropriate.
- Attend and participate in relevant meetings, training and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care.
- Be responsible for own health and safety as well as that of colleagues, students and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

***Duties and responsibilities of the post may change over time as requirements and circumstances change.  
The job description does not form part of the post holder's contract of employment.***



## Person Specification

<b>Job Title</b>	Sixth Form Student Support Officer	<b>Grade</b>	LBR 3/4
<b>School</b>	Oaks Park High School		
<b>Education and Qualifications:</b> <ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy.</li> </ul>			
<b>Experience/Knowledge/Skills:</b> <ul style="list-style-type: none"> <li>• Ability to use ICT in all aspects of your work.</li> <li>• Ability to use SIMS.</li> <li>• Good interpersonal skills.</li> <li>• Excellent communication skills and an ability to relate to people at all levels.</li> <li>• Excellent administration skills and an ability to meet deadlines.</li> <li>• Ability to work collaboratively with a wide range of groups.</li> </ul> <b>Ability to:</b> <ul style="list-style-type: none"> <li>• use ICT in all aspects of work;</li> <li>• meet deadlines;</li> <li>• work constructively as part of a team;</li> <li>• work well with young adults;</li> <li>• act on own initiative;</li> <li>• deal sensitively with students, parents and colleagues.</li> <li>• be committed to your own development.</li> </ul>			
<b>Other job requirements:</b> <ul style="list-style-type: none"> <li>• Enhanced DBS check.</li> </ul>			
Signed:		Date:	