

Job Description - Sixth Form Co-ordinator

"Together, achieving our best."

THE ROLE

We are looking for an organised, detail-oriented and friendly Sixth Form Administrator. The postholder will provide administrative support for the Sixth Form in a wide range of areas, including record keeping and documentation, university applications, student attendance and supporting a wide range of events. This is a very rewarding opportunity and a chance to make a real difference in our close-knit school community.

KEY ROLES AND RESPONSIBILITIES

- To oversee day-to-day administration relating to the Sixth Form including working with the team on trips throughout the year, Parents Evenings and on A level and GCSE Results Days
- To communicate and work with staff across the school on key documents such as Induction Packs, the Sixth Form prospectus and Sixth Form Planners
- To develop systems and processes further for effective Sixth Form administration
- To provide support for the Assistant Head (Head of Sixth Form), Head of Years and Sixth Form Manager
- To work with the Sixth Form Team on the strategic direction and development of the Sixth Form
- To work closely with students in Year 12 and Year 13, particularly those new to the school, giving support across a wide range of areas

SIXTH FORM STUDY PROGRAMME

- You will manage and monitor the effective use of Independent Study Periods for all students in the Sixth Form [Y12 and Y13]. This includes but is not limited to:
- Keeping up to date and accurate registers of students across all study spaces.
- Routine circulation of all Sixth Form study spaces.
- Developing and implementing systems for effective independent study.
- Regularly reviewing systems in place for independent study and discussing improvements/ changes where appropriate and to meet student needs.
- Taking ownership of the sixth form study spaces to develop and review rules for independent study on a regular basis.
- Reporting to the Curriculum Areas as to the progress of students' success in the Study Area.
- Sourcing and providing additional study resources.
- Creating an attractive and well-resourced working environment that will motivate student interest in independent study and inspire aspirational career ambitions.

Job Description - Sixth Form Co-ordinator

"Together, achieving our best."

SIXTH FORM ATTENDANCE:

- Management of all Sixth Form registers, implementing of marks for student absence on a daily basis, along with daily register checks.
- Logging all truancies daily for the HOY so that Attendance may complete truancy calls. Updating the registers accordingly.
- Completing all exam and cover lesson attendance when cover staff are not available.

16-19 BURSARY:

- Creating and amending the 16-19 Bursary application for each year.
- Amending the 16-19 Bursary policy each year for the HOS.
- Updating the BCH website with information on both the application and the policy each year.
- Purchasing any 'in-kind' payments for the Bursary students and distributing them.
- Making payment decisions on all bursary applicants once a month and liaising with Finance to make the payments.
- Dealing with any Bursary queries from students or parents.

PERSONAL QUALITIES

- Good organisational skills
- Patience, flexibility, approachability and a positive and energetic approach to work
- Empathy and understanding of the difficulties often faced by young people
- Ability to show initiative and work independently
- Understanding of the need to set boundaries for young people and enforce them
- Commitment to the principles of inclusive education and social inclusion
- Ability to develop good relationships with members of the school community
- Resilience under pressure
- Commitment to the pastoral care, safeguarding and welfare of students
- A desire and ability to motivate and inspire young people