

**SOUTHFIELDS ACADEMY
JOB DESCRIPTION**

Job Title: Sixth Form Support Officer

Reporting to: Tara Minto and Ned Browne

Main Purpose of the Post:

To provide comprehensive support to the sixth form team

Duties:

- To supervise the sixth form studies rooms to ensure there's a constructive, calm atmosphere in these rooms.
- To oversee the sixth form entrance during break times and during P1 - ensuring students are dressed appropriately and are registering using the Biometrics.
- To help mentor selected students, as directed by the KS5 HOYs.
- To support behavioural strategies across the year group for effective learning to take place.
- Help follow up on attendance concerns.
- Ensuring (in conjunction with tutors and the sixth form team) that attendance records on Bromcom are accurate.
- To carry out other ad hoc duties as directed by the KS5 HoYs.

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Head of the Year commensurate with the grade of the post.

Signed:

Postholder Name

Line Manager Name

Date

PERSON SPECIFICATION:

Qualifications:

1. GCSEs in Mathematics and English
2. Degree would be desirable

Skills:

1. Excellent communication and interpersonal skills, including:
 - a sensitive, polite and patient manner
 - the display of a professional and competent approach
 - an ability to digest information quickly and communicate it effectively to others
 - a good telephone manner
 - must maintain confidentiality at all times
2. A meticulous and organised approach, with attention to detail.
3. Good clerical skills.
4. Good computing skills.
5. Willingness to be flexible.
6. A commitment to safeguarding and promoting the welfare of children.

Knowledge:

1. Knowledge of and ability to implement the Academy's Equal Opportunities and Safeguarding Policy.