



SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

JOB DESCRIPTION

Effective Date: 1st September 2023

Post Title:	Sixth Form Study Centre Manager	Post Holder:	
Responsible to:	Assistant Headteacher Post-16		

Main Purpose of Job

To manage and run the Sixth Form Centre so it is a productive and meaningful place of study that allows the students the greatest chance of success Post-18. The post holder will work with Post 16 Students to support their learning and maximise their chance of success at University and beyond.

Under the direction of the Assistant Headteacher, the post holder will provide support to Sixth Form learners by helping them develop both their academic and wider skills as well as take responsibility for the effective running of the centre. They will act as a role model and mentor for learners, implementing and monitoring strategies to raise aspirations and attainment in students and encourage progression to Higher Education and beyond. The post holder will also work with our students to enhance their wellbeing and to support them in developing the skills to manage their own wellbeing which will prepare them for adult life. The post holder will be key in ensuring the day to day smooth running of private study periods, events and workshops in the Sixth Form.

Main Accountabilities

Responsible for:

Overseeing the running of the School’s supervised study areas, ensuring students are productive and maximising their chances of success. This will involve supporting students with independent study, UCAS applications and wider reading.

Develop good relationships with all students by establishing a positive, professional presence within the Sixth Form and responding appropriately to individual needs.

Encourage the development of academic skills such as time management, independent learning, revision techniques and research skills through individual and group activities.

To advise students on how to access advice and guidance; to enable them to make informed choices about post-18 education options.

To contribute to the UCAS quality assurance system to ensure that a high standard of applications are being produced by applicants. This includes marking draft references and giving appropriate feedback.

Deliver relevant UCAS support to provide students with the knowledge to confidently navigate and access resources on the UCAS website and applying to University.

Implement intervention strategies with underperforming students to include setting up individual action plans, monitoring student performance, and supervising these students in extra timetabled study periods.

To lead and facilitate the (Extended Project Qualification) EPQ with students.

To use coaching and mentoring techniques to break down barriers students face with their wellbeing and offer strategies to help them manage their wellbeing.

To run 1:1 academic and wellbeing related interventions which are bespoke to the needs of students

To deliver workshops on wellbeing strategies so students are encouraged to be independent learners.

To liaise with Heads of Year and subject teachers about areas of concerns with students' mental health and wellbeing and put interventions to support students with this.

To run wellbeing events, workshops and initiatives for Sixth Form students.

Lead a group of wellbeing champions that make up the student wellbeing committee.

To work with the safeguarding team on bespoke interventions to support students' mental health.

To monitor students who have been allocated Supervised Study Sessions and liaise with teaching staff to provide relevant work.

To closely track each student's overall attendance to Sixth Form and follow intervention procedures.

To monitor Sixth Form students adherence to the Sixth Form Dress Code and challenge students who are not dressed appropriately.

Liaise with teachers and Sixth Form Tutors with regard student concerns and ensure information is passed onto the correct staff.

To liaise with Sixth Form students' parents when required.

Attend Sixth Form Open Evening and Parents Evenings and results days.

To use knowledge of available support services to help students access support when necessary.

To liaise with external agencies regarding the welfare of students as required.

To participate, when required, in various recreational and educational activities and to accompany students either to other areas of the site or off site for scheduled meetings or activities.

To receive parents and visitors and participate in open days and evenings as required.

Teaching and Learning and manage standards and the Learning Environment of the Sixth Form

1. Assist in the educational and social development of students under the direction and guidance of the Head of Sixth Form, Head of Year and subject teachers.
2. Assist in the compilation of UCAS and apprenticeship applications by students.
3. Provide support for individual students and small groups of students outside the classroom to enable them to participate fully in learning tasks.
4. Work with other professionals, such as speech and language therapists, specialist teachers, educational psychologists and occupational therapists as necessary.
5. Assist subject teachers with maintaining student records.
6. Support students with emotional or behavioural problems and help develop their social skills.
7. Attend review meetings for target students as required.
8. To set a positive ethos for the Sixth Form supporting the school vision and school priorities.

9. Support the Pastoral Team, when necessary, to communicate with parents and carers regarding concerns.
10. Organise after school supervised study sessions for students who want or need somewhere to study.
11. Monitor the attendance of individual Year 12 and 13 students where this has been raised as a concern.
12. To promote and support the Student Leadership Elections.
13. To promote and support Personal Development opportunities for students.
14. Run support groups as necessary and appropriate with individuals or small groups of students with the support of the Heads of Year 12 and 13.
15. Follow school procedures in maintaining regular contact with families and carers in need of support, keeping them informed of needs and progress, with the purpose of securing family support and involvement.
16. To support the administration and organisation of the enrichment programme, being part of a team running activities as appropriate for Year 12 and 13 students.
17. Contribute to fulfilling the objectives of the Sixth Form Development Plan.

Administrative Duties

1. Support subject teachers in preparing differentiated resources and other tasks in order to support teaching.
2. Undertake other duties from time to time as the Headteacher requires such as supporting teacher cover, acting as reader or scribe for public examination access arrangements, more detailed record keeping and administration at key times of the academic year.
3. Create resources to support students' wellbeing.
4. Report on a regular basis the impact of your interventions for students.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of language, dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake such training as may contribute to professional development and to the pool of expertise within the school.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Other

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- At all times operating within the school's equal opportunities framework.
- Carry out any other duties as directed by the Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.

Health & Safety

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in all matters relating to health and safety.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

GDPR

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed by

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Date:



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PERSON SPECIFICATION

SIXTH FORM STUDY CENTRE MANAGER

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> ▪ Good basic level of education including GCSE or equivalent in Maths and English ▪ Evidence of further qualifications NVQ level 3, ELKLAN level 3, HLTA or Degree 	✓ ✓	
Knowledge and Skills <ul style="list-style-type: none"> ▪ Knowledge of the current educational framework ▪ Excellent interpersonal and communication skills, both written and spoken ▪ Ability to work independently, take initiative and manage change ▪ Competent ICT skills ▪ Manage workload effectively and prioritise tasks ▪ Behaviour management skills ▪ Ability to plan and implement learning strategies ▪ Ability to share knowledge to support colleague development ▪ Ability to work individually and as part of a team 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Experience of: <ul style="list-style-type: none"> ▪ Working in an educational setting ▪ Coaching and mentoring ▪ Learning strategies 		✓ ✓ ✓
Personal Qualities <ul style="list-style-type: none"> ▪ High quality communication skills ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop within the role ▪ The ability to motivate others to perform and develop ▪ Resilience and determination to be successful ▪ Ability to work well under pressure ▪ Commitment to safeguard and promote the welfare of children and young people 	✓ ✓ ✓ ✓ ✓ ✓ ✓	