



"Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

Post 16 Pastoral and Administrative Support

Main Duties:

- To provide pastoral and administrative support for the Sixth Form Leadership Team to facilitate the smooth day to day running of the Sixth Form
- To provide supervision of the Sixth Form Study Area
- To run daily checks on the Sixth Form Swipe system
- To understand and comply with the school's equal opportunities and other policies
- To maintain confidentiality at all times and to observe Data Protection Guidelines

Specifically:

- Maintain the Study/Sixth Form area including notices and information for Sixth Form students
- To monitor and administer the bursary fund
- Distribute Post 18 information and opportunities via noticeboards and form tutors
- To undertake general administrative duties for the Post 16 Leadership Team including:
 - Photocopying and collating as required
 - Word processing letters, ensuring that they are of a high standard
 - Sending texts and emails to parents and students
 - Word processing resources/other materials
 - Co-ordinating arrangements for Parents' Evenings
- Maintain filing systems for the Post 16 office and PD programme
- Assist with the organisation of Post 16 events
- Assist with the marketing of the Sixth Form both internally and externally
- Organise the distribution and collation of the Sixth Form Home School Agreement
- Promote and manage the Villiers Park program
- Provide administrative support for the Year 11 and Year 13 Results days
- Take minutes and any required administrative follow up for Sixth Form team meetings and Intervention Strategy Meetings
- Administration of the collection/collation of data collection and reports
- Filing and updating Post 16 student records
- Managing the process of submission of UCAS applications
- Maintain leavers and destinations information including students dropping subjects
- Maintain information of Sixth Form applications and organise interviews for internal and external students
- Sixth Form Study Area supervision and temporary supervision of other Sixth Form working areas like the library:
 - To provide general support, help and initial guidance to students
 - Maintain good order
 - Encourage and promote independent study ensuring that students make the most of their independent study periods
 - Provide 1:1 or group support to students who need additional support with independent learning skills during study periods
- To carry out any other reasonable task, as directed by the Headteacher, commensurate with the grading of the post.



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