

Hendon School



Job Description

Post: Hendon School Sixth Form (HS6) Independent Study Co-ordinator

Pay Scale: Point 14 – 24

Accountable to: Head of Sixth Form

Accountable for: Librarian

Hours: 36 per week, 40 week year (8.30 am to 5pm, though flexible according to need and in negotiation with line manager). These to include one hour of management time and one hour for meetings with Sixth Form Team.

CORE PURPOSE:

- To work with the Head of Sixth Form to monitor attendance and punctuality data.
- To maintain administration records and data in relation to the recruitment, teaching and learning and progression of Sixth Form students.
- To advise and support students in their academic development and progression towards HE.

DUTIES AND RESPONSIBILITIES

HS6 Admin

Sixth Form Co-ordination

- Prepare and maintain records of Sixth Form students, including their subjects, attendance registers, assist with School Census returns and assist staff and students with the preparation of UCAS electronic application forms.
- Undertake the recording of and the follow up of reported absences from lessons on SIMS. This includes checking registers and managing first day absence phone calls.
- Produce weekly attendance reports; mark registers in advance for student visits, tutor periods, study leave etc. and liaise with reception and student support to update attendance for students signing out early.
- Supporting sixth form events including related administration and marketing and co-ordinating all administrative aspects of student recruitment including interviews
- Provide general administrative support for the Head of Sixth Form
- Manage the Sixth Form study areas, including maintaining a good culture and ensuring displays area appropriate and regularly updated.
- Maintain accurate SIMS class details
- Assisting students with accessing independent study using whole school strategies.
- Contact schools for files of students from other centres.
- Co-ordinate Sixth Form photo sessions and ID badges.

- Support the marketing of the Sixth Form and school including design of press adverts and upkeep of school website pages.
- Liaise as necessary with the main site staff (i.e. Reprographics, Finance Office etc).
- Support Sixth Form students in organising the Sixth Form Prom
- Greet visitors and assist with the preparation, service and clearing of light refreshments for visitors and assist in the preparation of meetings.
- Undertake full First Aid training and act as a School First Aider.
- Co-ordinate collection and collation of variety of data including Sixth Form application data and Years 11 and 12 questionnaires.
- Summarise and present data to key stakeholders.
- Support the Head of Sixth Form with the UCAS process.
- Undertake tasks of a similar nature within the capacity of the post-holder, as requested, from time to time.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

HS6 study supervision

Independent Learning

Promoting a positive culture around independent learning amongst Sixth Form students.

Duties include:

- To facilitate independent enquiry and learning support for identified Sixth Form students
- Identifying students with skills gap in this area.
- Planning interventions to meet their independent learning needs.
- Creating systems to enable monitoring of this work and providing evidence of the impact of this work.
- Regular monitoring of Year 12 and 13 folders for evidence of independent learning
- To regularly report back to 6th Form tutors, Heads of Year 12 and 13, Heads of Faculty, subject teachers and the Assistant Headteacher for KS5 on student progress in relation to independent learning skills
- To liaise with students and parents to ensure that students are on task, managing workload and tracking of student time management and organisation
- To develop resources in the Sixth Form Centre to support independent learning opportunities
- To develop revision techniques and provide support around examination time to enable effective management of student time

Sixth Form Study Centre Supervision

Duties include:

- Supervision of 6th Form study areas to ensure that students are on task and using the study centre to develop their research skills
- To maintain the learning environment – managing heating; water cooler; ensuring students leaves rooms tidy; enforcing no eating and drinking (other than water); reporting maintenance issues (including computers); shutting down at the end of each day
- Ensure appropriate learning environment in S3 (Silent Zone), 4 (Quiet Zone) and 5 (Quiet Zone)

- To develop and maintain displays (including electronic displays) in the Sixth Form Centre to promote independent learning and other information for Sixth Formers
- To liaise with Heads of Faculty about work for classes that are covered due to teacher absence
- To register classes using sims that do not have a lesson due to teacher absence
- To liaise with appropriate Head of Faculty when issues arise concerning cover work
- To support the use of FROG for Sixth Form Cover work

General

- Build positive working relationships with colleagues, pupils and families.
- Provide support for basic 'day to day' data tasks.
- Provide training on areas of expertise to colleagues and other school staff as required.
- Actively adhere to school and external policies, including but not limited to those relating to data protection, child protection, health and safety and security.
- Undertake continuing professional development to keep skills up to date.
- Undertake regular training as a first aider as required.
- Carry out and / or delegate tasks required to ensure that all job responsibilities are fulfilled.
- Maintain knowledge of all school policies related to the job role including but not limited to Health and Safety and Equality.
- Proactively ensure that all skills essential for the post are kept up to date.
- Undertake any other duties as reasonably requested by Line Manager, the Head teacher or other members of SLT.

Whilst every effort has been made to set down the main responsibilities and duties of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.