**Job Description for new 6th Form Pastoral Support Officer**

(NB 6th Form to include Year 11 as the transition year to 6th form)

To monitor and intervene in 6th form and Year 11 attendance; supporting HoYs and FTs in investigating patterns and potential causes of concern; updating SIMS attendance records; supporting SLT in the timetabling and monitoring of attendance at elective options and community contribution strands of the 6th form curriculum.

To provide pastoral administrative support to the 6th form and Year 11, for example the administration of the ‘First Check’; collating and filing Individual Learning Agreements; administration of the Senior Prefect selection process; administrative support and monitoring of attendance at interventions programmes; administrative support to the Year 11 Easter revision course; collecting records of 6th formers using cars; collating data about progress, attendance, punctuality; assisting with collection and checking of forms for 6th form gym membership before passing onto the Finance department.

To organise specific events; for example, Sixth Form Open Evening for External Candidates, Taster Day for External Candidates, Year 12 Careers Day; Senior Prizegiving and 6th Form Leavers Events.

To provide administrative support to the Assistant Headteacher responsible for the provision of careers education.

To oversee facilities in the Sixth Form Centre, including taking responsibility for noticeboards and supporting HoYs in the maintenance of a studious learning environment.

To provide some mentoring support to students on transition to the 6th form learning, for example in getting organised.

To coordinate 6th form admissions once places have been accepted. Duties include

* collation and distribution of the 6th form joiners pack;
* maintaining the list of applicants, keeping a log of any boys who withdraw;
* supporting the data administrator with administration of incoming external candidates on GCSE results day (August) ensuring all the correct data is in place for the boys starting in September.
* Attendance at A Level Results’ Day to assist students if necessary.

To process UCAS applications.

Any other appropriate duties that may arise in relation to Year 11 and the Sixth Form.

Interviews for this post will be held on Friday 29th September.