

Sixth Form Support Officer

GRADE:	Scale 5	DATE:	May 2019
PATTERN:	Full time 36hrs/wk; 41 weeks per annum (to include two weeks around examination results issue in August)		
RESPONSIBLE TO:	Assistant Headteacher (Sixth Form Leader) Governors		

Job Description

1. Main Purpose of the Job

- 1.1. To support the efficient and effective running of the Sixth Form to ensure that the provision and outcomes are outstanding at all levels.
- 1.2. Manage the day-to-day monitoring and support of Sixth Form students.
- 1.3. Liaise with all relevant agencies and partners to maximise educational and career opportunities.
- 1.4. To represent the school in the best possible way at all times.

It should be noted that it is expected that the job description will evolve as both the role and the post holder develops

2. Accountabilities

- To liaise with the members of the Senior Leadership Team and Curriculum and Pastoral Teams as required.
- To develop and nurture effective working relationships with a range of colleagues and members of the school community.
- To provide timely and accurate reports to a range of audiences as required.

3. Duties & Responsibilities

3.1. LEARNING/SUPERVISION

- Manage and supervise the Sixth Form study facilities to ensure the best possible learning environment for students.
- Ensure that facilities for independent study are efficiently and effectively used.
- Liaise with subject leaders to ensure that support for student learning is maximised.

3.2. STUDENT RECORDS

- Ensure that all Sixth Form student records are accurate, consistent and periodically updated.
- Ensure that all admissions are correctly administered and that relevant information is circulated as appropriate.
- Ensure that standard information is available, in the form of a leavers report, for students on departure from school.
- Prepare references for all students upon receipt of requests and ensure that these are dealt with in an expedient manner.
- Monitor attendance of students on a daily, termly and annual basis.

3.3. COMMUNICATIONS

- Communicate with parents/carers when appropriate.
- Manage the efficient publication of all documentation related to the Sixth Form.
- Ensure that success stories are prepared on a frequent basis for wide dissemination to a range of audiences, including keeping photographic records.

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- Ensure that parent/carer contact meetings and Open Evenings are administered in a timely and highly effective manner.
 - Keep relevant staff informed of any issues relating to Sixth Form.

3.4. TRANSITION

- Assist with the organisation of the transition of students from Key Stage 4 to Key Stage 5.
- Support the transition of students from the Sixth Form, including providing appropriate guidance on access to careers, employment or higher education advice.
- Support the organisation and administration of enrolment into the Sixth Form.

3.5. ADDITIONAL DUTIES

- Support the successful management of all extra-curricular and enrichment activities, including trips and ventures.
- Be prepared to work flexibly to support certain activities within the Sixth Form.
- Assist with the organisation of charity work within the Sixth Form team.
- Keep all Sixth Form related displays up-to-date, whether that is in the Sixth Form or around the school.
- Support the communication with consortium partners, including the organisation of social events.
- Support the coordination and recording of leadership activities within the Sixth Form.
- Provide support at the time of examinations. This may include invigilation duties.
- A willingness to take part in relevant training programmes.

4. Knowledge & Experience

The post holder will preferably have experience of working within the secondary sector.

5. Performance Standards

Performance will be measured against outcomes in relation to set targets and progress as measured against individual and/or team development plans.

6. Additional Information

- 6.1.** You will work under the direction of the Headteacher, whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.
- 6.2.** You will be required to undertake other duties as may reasonably be expected.
- 6.3.** This job description describes the range of duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- 6.4.** This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time, after consultation with the post holder.
- 6.5.** The post requires that you should take an appropriate share of the responsibilities attached to staff generally within the school in connection with the work of the team/department and school.
- 6.6.** Post-holders will adhere to the Staff Code of Conduct and the Dress Code for Staff and show a record of excellent attendance and punctuality.
- 6.7.** Post holders may deal with sensitive material and should maintain confidentiality in all school-related matters. Child Protection Policies and Procedures, and General Data Protection Requirements are to be followed at all times.
- 6.8.** Post-holders will participate in the School's performance appraisal system.
- 6.9.** Post-holders will be involved, as required, with the development of quality standards and performance measures and to ensure they are implemented and maintained.
- 6.10.** Post-holders will provide support to students during periods of contact and help promote the values and aims of the School and a general feeling of well-being at all times.
- 6.11.** Post-holders will undertake other work of an appropriate nature in the interests of the School, as directed by the Headteacher.

JOB HOLDER SIGNATURE:		DATE:	
PRINT NAME AND TITLE:			
LINE MANAGER SIGNATURE:		DATE:	
PRINT NAME AND TITLE:			

Person Specification

SECTION	ASSESSMENT METHOD
EDUCATION, QUALIFICATIONS & TRAINING	
<ul style="list-style-type: none"> Degree of relevant professional qualifications desirable Recent professional development 	Application form Proof of qualifications
EXPERIENCE	
<ul style="list-style-type: none"> Experience of working in an educational environment would be desirable Experience of performance management procedures 	Application form Interview
PERSONAL ABILITIES & QUALITIES	
<ul style="list-style-type: none"> Written and spoken fluency in English Ability to plan, monitor, evaluate and review work Ability to maintain records and to provide evidence of work, progress and attainment over time An excellent understanding and competence in ICT Work effectively as part of a team; developing positive relationships with colleagues, students, parents/carers and other agencies as appropriate Possess excellent organisational skills Ability to work on own initiative and as part of a team and judge when to take decisions and when to seek advice Ability to prioritise work and work to deadlines Adaptability, flexibility and resilience 	Application form Interview Tasks
SKILLS & KNOWLEDGE	
<ul style="list-style-type: none"> Excellent professional knowledge and understanding 	Application form Interview Tasks
COMMITMENTS	
<ul style="list-style-type: none"> Commitment to high standards of professionalism Commitment to the aims and the values of the school Commitment to equal opportunities Commitment to achieving high standards Commitment to all aspects of inclusive education Committed to teaching and to further professional development 	Application form Interview Tasks

Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.