



**JOB DESCRIPTION & PERSON  
SPECIFICATION**

**Sixth Form Progression Facilitator**

**Bow School**  
**44 Twelvetrees Crescent,**  
**Bow, London, E3 3QW**  
**Telephone: 020 7536 5525**  
**Email: [hr@bow-school.org.uk](mailto:hr@bow-school.org.uk)**

Sixth Form Progression Facilitator – Person Specification

<b>Detail</b>	<b>E/D</b>
<b>Experience and Qualifications</b>	
<ul style="list-style-type: none"> <li>Have numeracy, literacy and IT skills: able to use data to identify students' achievement gaps; able to support students with their work; able to communicate effectively, able to keep records; able to use Word, Outlook and Excel</li> </ul>	E
<ul style="list-style-type: none"> <li>Be able to use school data systems such as Arbor</li> </ul>	D
<ul style="list-style-type: none"> <li>Be able to provide effective guidance and support to students with a range of needs</li> </ul>	E
<ul style="list-style-type: none"> <li>Enjoy working with young people</li> </ul>	E
<ul style="list-style-type: none"> <li>Have experience of working with Key Stage 5 students</li> </ul>	D
<ul style="list-style-type: none"> <li>Have an understanding of sixth form pathways and transition to employment and higher education</li> </ul>	D
<ul style="list-style-type: none"> <li>Have a professional, positive presence; be able to establish positive working relationships with students, staff, parents/carers and outside agencies</li> </ul>	E
<ul style="list-style-type: none"> <li>Be motivated and organised so that tasks are completed to a high standard and on time; prioritising work, acting with initiative, managing conflicting demands</li> </ul>	E
<ul style="list-style-type: none"> <li>Have flexibility and resilience to adapt to new challenges within a school environment</li> </ul>	E
<ul style="list-style-type: none"> <li>Have a high level of personal integrity and probity</li> </ul>	E
<ul style="list-style-type: none"> <li>Be aware of and able to comply with child protection procedures and other school systems</li> </ul>	E
<ul style="list-style-type: none"> <li>Be willing to participate in training where required; a commitment to self-development</li> </ul>	E
<b>Professional 'know how'</b>	
<ul style="list-style-type: none"> <li>Demonstrates a sound understanding of the knowledge required to carry out the duties described in the job description</li> </ul>	E
<b>Personal qualities</b>	
<ul style="list-style-type: none"> <li>Hardworking</li> </ul>	E
<ul style="list-style-type: none"> <li>Good sense of humour</li> </ul>	E
<ul style="list-style-type: none"> <li>Good self-management skills, including the ability to plan one's own and others' time effectively</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to work as part of a team</li> </ul>	E
<ul style="list-style-type: none"> <li>A high level of personal integrity and probity</li> </ul>	E
<ul style="list-style-type: none"> <li>Enjoys working in new and challenging situations</li> </ul>	E
<ul style="list-style-type: none"> <li>Good interpersonal and communication skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Proactive and able to work independently</li> </ul>	E

**WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF OUR STUDENTS. THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

## Job Description

<b>Post Title:</b>	Sixth Form Progression Facilitator
<b>Purpose:</b>	To work within the sixth form team, mostly with individual students, with much of the work being in the nature of a key worker. To support student emotional and physical welfare as an underpinning for academic progress.
<b>Reporting to:</b>	Head of 6 <sup>th</sup> Form
<b>Scale/Grade</b>	Term Time plus five days - Scale 5
<p><b>Main activities</b></p> <ul style="list-style-type: none"> <li>• Key working students assigned by the Head of Sixth Form and the sixth form team following exam results, subject concerns, wellbeing concerns or pastoral concerns</li> <li>• Keep records and feedback on progress to the Head of Sixth Form, sixth form team and subject staff</li> <li>• 1:1 support and mentoring</li> <li>• Building contacts and referring students to other staff or agencies (CP, housing, health services, social service)</li> <li>• Completing supervising study plus periods</li> <li>• Supporting students who are leaving mid-year or end of year 12 with appropriate guidance</li> <li>• Follow up of students leaving mid-year and the end of year 12 to monitor destinations and effectiveness of guidance</li> <li>• Supporting exams officer with exam consideration students to ensure smooth running of examinations for these individuals</li> <li>• Supporting the start of exams, particularly following up absent students</li> <li>• Working with AHOY and HOY 11 on the transition of students into sixth form</li> <li>• Keeping sixth form space in good order and maintaining an academic atmosphere there and in the sixth form as a whole</li> <li>• Record and monitor punctuality, including producing the late list daily and weekly</li> <li>• Complete daily attendance and weekly attendance including that of guest students</li> <li>• Promote the inclusion and welfare of all students</li> <li>• Counselling students to the level of staff competency and referring on as appropriate</li> <li>• Mediation</li> <li>• Writing documents to support students with health or welfare needs in their transition to work or university</li> <li>• Contribute to Enrichment activities as appropriate</li> <li>• Build and maintain at Bow Alumni programme</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Work for 5 days in the Summer holidays- 3 around GCSE results day, 1 on A Level results day, 1 as agreed by HOY</li> <li>• Establish constructive relationships with parents and carers where appropriate</li> <li>• Keep records and follow school systems</li> <li>• Attend relevant meetings and CPD</li> <li>• Supporting with duties in the sixth form areas at student breaks and lunch-time</li> </ul>	

- We anticipate that the role will adapt to fit the skills of the person appointed and the needs of the sixth form team
- Any other reasonable activities as directed by the HOY or Deputy Headteacher

**Additional Duties**

- To be responsible, along with all other staff within the school, for promoting and safeguarding the welfare of children and young people within the school
- To undertake administrative duties when required
- While every effort has been made to explain the main duties and responsibilities and of the post, each individual task undertaken may not have been identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

**Other Specific Duties**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The post holder may be required to perform any other reasonable tasks after consultation

This job description allocates 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 constructed

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Post-holders are not expected to perform maintenance tasks beyond their own capabilities without training and should be aware of Health and Safety considerations at all times.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.