

John F Kennedy Catholic School

Job Description

Job Title: Sixth Form Achievement Leader Assistant

Responsible to: Director of Sixth Form

Grade: H3

Hours: 35 hours per week, term-time only

Date: July 2021

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

Job Purpose

To provide administrative and pastoral support as directed by the Director of Sixth Form.

Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

Key Responsibilities & Duties

1. To take an active interest in the students thus contributing to their development
2. To share responsibility with the Director of Sixth Form for the welfare, discipline, good behaviour and standard of dress of the Sixth Form
3. To be the first point of contact for all Sixth Form matters for staff, students, parents/carers
4. To check absence lines every morning and input absences which have been reported to school, log all calls and take action where necessary – email colleagues, parents/carers and outside agencies
5. To check registers every morning following the input of absences which have been reported to the school; monitor the PM registers and contact staff who have failed to take their register for Period 5
6. To contact the parents/carers of students who are absent without any explanation from home, every student is now 1st day response
7. To check registers weekly for unexplained absences and to ensure all absences are accounted for
8. Each half term to send out SIMs in Touch messages to parents/carers explaining that their child has unauthorised absences and asking for explanations. Update SIMs when responses received
9. To keep a regular check on absences, noting patterns of absence and lateness and taking action using the agreed procedures

10. To support, under guidance of the Director of Sixth Form and SLT link; induction days, parent consultation evenings or meetings, information evenings, presentation evening, in year entrants and other events in the Sixth Form calendar
11. To ensure that all relevant persons/agencies are informed in matters related to curriculum or pastoral issues relevant to the year group e.g. meetings, events
12. To ensure that all personal and academic records of students are up-to-date
13. To maintain good order and a purposeful working atmosphere on the Bridge and Library when used by Sixth Form
14. To manage the production of termly reports under the guidance of the Director of Sixth Form to prepare related information for parents/carers e.g. covering letter
15. To track and provide the Director of Sixth Form with the destinations of leavers and administer job reference requests
16. To assist with the administration of UCAS and archiving UCAS references, and paper forms
17. To assist with the running and organising of the Sixth Form PSHE and Enrichment programmes including EPQ and communication with outside agencies
18. In liaison with the Director of Sixth Form and SLT responsible for the website ensure Sixth Form sections on the school website are up to date
19. To use SIMs in Touch as a means of contacting parents/carers and sharing relevant information
20. To maintain displays in the Sixth Form area, including the electronic display
21. To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description
22. To assist the Director of Sixth Form in using data to track student performance
23. To liaise with Careers Co-ordinator in order to support the Director of Sixth Form
24. To attend A level results day to assist students and GCSE results day in order to facilitate administration of appointments with the Director of Sixth Form and the SLT link
25. To attend meetings with parents/carers/ educational professionals if necessary. Record action points/minute meeting as required
26. To carry out any other duties that may be requested from time to time by the line manager or Headteacher

Administration

To ensure that the administration of Sixth Form is accurate and timely:

1. To set up files for the new intake and new students joining the school
2. To support the Director of Sixth Form and SLT link with the organisation of new intakes into the Sixth Form including organising all relevant materials for Sixth Form applications, making appointments, requesting and filing references
3. To help maintain SIMS, ensuring that student files contain: student photo ID, up-to-date contact information, referrals and other information
4. To update SIMS records from information on data collection sheets
5. To provide records for others as required
6. To oversee the organisation of student records as appropriate, under the guidance of the Director of Sixth Form

Key Competencies

- To work in an organised and methodical way
- To work accurately to deadlines
- To have a can-do approach to all aspects of the post
- To be able to develop and maintain positive working relationships with other team members, the public, stakeholders, staff and students
- To be able to work under pressure, whilst continuing to prioritise and perform effectively
- To have good written, verbal communication and ICT skills and relate well to school staff
- To have a willingness and competency to work using own initiative
- To have a good understanding of E-Safety, confidentiality issues and Data Protection legislation

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service check