



Ernest Bevin Academy
The best in everyone™
Part of United Learning

Ernest Bevin Academy

Beechcroft Road, SW17 7DF
Headteacher: Tracy Dohel

Sixth Form Administrator and Student Support

Salary: £29,768 - £31,748 Full Time Equivalent (52 working weeks per year)

Start Date: ASAP

Contract: Permanent, 40 weeks per year (TTO + 1 week)

Are you looking to accept your next challenge? Would you thrive in a boys school where staff work with colleagues to make a real difference to the lives of young people? If so, Ernest Bevin Academy has an exciting opportunity for an enthusiastic aspirations lead who has a genuine passion for their subject and enjoys working as part of a highly effective team.

What we can offer:

- Eight INSET days per year, with three dedicated to planning. These give staff space to prepare the excellent education pupils deserve.
- Dedicated benefits, such as Cycle2Work, GymFlex, childcare vouchers, a car lease scheme, and a confidential 24-hour counselling service.
- Access to Perkbox to offer you over 250 exclusive benefits. This features free access to online wellness and workout classes, a monthly coffee and film download, money off your weekly shop and meals out, and offers from many high street shops.
- Access to our onsite facilities including a 25m swimming pool and fitness studio which can be used outside of the academy day.
- A thriving, innovative learning community, committed to excellence.
- A supportive, welcoming community of professionals.
- A range of professional development opportunities.
- We feel fortunate that the academy is based in a diverse, vibrant and social community which has an excellent variety of transport links, and this makes us easily accessible.

Should you feel you have the attributes we are looking for, we would very much look forward to hearing from you.

An information pack, including a Job Description and Person Specification can be downloaded from the academy website. <https://ernestbevin.london>

Completed application forms should be sent to recruitment@ernestbevin.london

Closing date: Monday 24th February 2025 by noon

Interviews: *We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.*

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

As part of the shortlisting process, Ernest Bevin Academy will consider carrying out an online search (including social media) as part of our due diligence for shortlisted candidates.

This post is subject to an enhanced DBS check.

Please note that we do not accept CVs.

EBA is promoting a green travel policy. We cannot guarantee car parking on site for those joining us.

Job Description

Post: Sixth Form Administrator and Student Support

Responsible to: Sixth Form Leadership

Responsible for: To provide effective and efficient communication and administrative support including phone calls, emails, messaging, and be the key point of contact for students and parents of those in the sixth form. To support with the tracking and monitoring of attendance, manage bursary allocations and administer and lead organisational aspects of the Sixth Form enrolment process

You will provide pastoral support to Sixth Form students, ensuring they are engaged and supported in their independent study time. The role also includes promoting student well-being, organising enrichment activities, awareness of student progress, and working with staff, parents, and external speakers to prepare students for further education, training, and employment. You will actively contribute to creating a healthy, safe, and enriching environment where students are equipped to succeed academically and personally, making a positive contribution to the school community.

Key aspects of the role include:

- Assisting with the effective and efficient operation and management of the school's computerised management information system (Arbor) and other technological platforms, with particular regard to the Sixth Form, inputting all relevant data and ensuring all aspects of the system are maintained and kept up to date.
- Assisting with providing accurate information for various statutory returns and ensuring accurate student data for annual CENSUS return
- Monitoring student attendance and punctuality and following up on absence.
 - Being the point of contact for parents with regard to Sixth Form absences and other enquiries
 - Inputting daily attendance data as required, including attendance on study periods, assembly days etc.
 - Liaising with parents of any unexplained absences
- Effective and efficient operation of the Sixth form enrolment platform
 - Processing applications at enrolment, enrolling students onto their programmes of study, making the necessary transfers and withdrawals and producing timetables
 - Corresponding with external applicants, organising interviews and requesting references from their current schools.
 - Contacting schools for files of students from other schools
 - Compiling and updating a variety of documents necessary for enrolment and induction
- Effective and efficient operation of the Sixth form bursary management system
 - Overseeing the collation and processing of the Bursary fund evidence.
 - Administering the Post 16 Bursary, including the purchasing of items, authorisation of payments, and the maintenance of records
 - Liaising with the Finance Office.
- Overseeing all Sixth Form publications, i.e. student documents, promotional publications, promotional displays and footage
- Assisting with the set up and running of Sixth Form events i.e. Sixth Form Open Evening
- Providing administrative support to the Sixth Form Leadership and Form tutors
- Providing pastoral support to all students

- Supervising parts of the sixth form area and student study periods to ensure high expectations are held.
- Coordinating curriculum and enrichment trips and the Sixth Form social events
- Coordinating the production and distribution of student lanyards
- Assisting with student Work Experience; to communicate with employers and track student's placements
- Contributing to the UCAS application process to meet the deadlines i.e. personal statements, student references
- Listening to students' concerns and problems, treating those concerns in an adult, confidential and supportive way and following them up assiduously
- Directing students to appropriate support services, or to other members of staff, where appropriate
- Working with Sixth Form Leadership to provide them with information and strategic support and advice in relation to students' issues
- Maintaining a list of vulnerable students and ensuring that relevant student information is appropriately recorded on ARBOR
- Entering information on CPOMS, where appropriate
- At all times, exercising professional judgement and experience as to how to proceed
- Administration support associated with monitoring and tracking student progress and intervention.
- Communicating professionally and effectively with parents and carers by telephone or written communication
- Supporting students with examinations and attendance of these and exam timetables.
- Supporting with Sixth form student behaviour across the school
- Identifying, contacting and working with external organisations, when appropriate
- Fully engaging with the performance development review process (PDR)
- Monitoring and evaluating your own CPD needs in line with the requirements of the role.
- Being aware of and complying with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertaking all duties as required consistent with the objectives and/or duties of the post.
- Undertaking training and development relevant to the post and in line with the school's developing plan.
- Supporting the line manager and colleagues as required, covering where necessary.
- Performing any other duties necessary to aid the growth and development of the post.
- Undertaking specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time.
- Attending and participating in relevant meetings as required.
- The post holder must at all times carry out his/her responsibilities with due regard to Ernest Bevin Academy's organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Ernest Bevin Academy's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification



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Experience:

- A qualification to at least Level 3.
- Proven experience working with Sixth Form or post-16 students.
- Experience supporting students with special educational needs (SEN) or learning challenges.
- Demonstrated ability to mentor and support students in improving study skills.
- Experience in managing or supervising a study environment.
- Experience liaising with staff, parents, and external stakeholders to support student progress.

Specific Skills:

- Up-to-date knowledge of current educational developments related to Sixth Form teaching and student support.
- Strong literacy, numeracy and IT skills
- Able to handle confidential data
- Ability to meet deadlines
- Ability to monitor student progress and implement effective intervention strategies.
- Effective management skills to ensure a productive and focused learning environment.
- Excellent communication skills, both oral and written, for liaising with staff, students, and parents.
- Confidence in working with a rich cultural mix of students
- Ability to be flexible and to use initiative

Personal Qualities:

- Enthusiastic about working with young people and committed to raising standards.
- Highly motivated and proactive in supporting student success.
- Strong organisational and interpersonal skills.
- Flexible, with the ability to adapt to changing circumstances and take initiative when needed.
- Ability to work collaboratively as part of a team, and independently when required.
- Strong leadership skills, with the ability to manage resources and support Sixth Form enrichment activities.
- Committed to student well-being and pastoral care, including supporting mental health and well-being initiatives.
- A good eye for accuracies and attention to details
- Enthusiastic for supporting pupils and ability to communicate that to students
- Ability to work both independently and as a member of a team, with diplomacy, tact and discretion
- Willingness and commitment to learning
- Willingness to go the extra mile for our students