



Sixth Form Pastoral Assistant job description

Purpose of the job:

To work with the Sixth Form Leadership team to support the learning and progress of students.

To assist the Sixth Form Leadership team in the overall supervision and development of the Sixth Form areas

Responsible for:

- Supporting the long-term employability of students through a range of targeted interventions including IAG, Work Experience, Volunteering and Enrichment Opportunities
- Creating an environment conducive to progress and learning through the administration of the Sixth Form study areas

Liaising with:

- The Head of Sixth Form, Headteacher and Senior Leadership Team, Student Support Services, CP Officer and relevant staff with cross-school responsibilities, relevant support staff, external agencies, and parents

Working time:

- Full time

KEY FUNCTIONS

- To develop a strong presence with the sixth form study place and provide appropriate supervision and support to sixth formers
- To monitor and process attendance and punctuality data using appropriate school systems, including the creation of reports and data to support the sixth form and SLT team with intervention as appropriate
- To develop and administer a volunteering program providing all sixth form students with opportunities to contribute to the community through volunteering work. Provide information, advice and guidance (IAG) on employment in the context of a structured program with individually mapped student outcomes and targets
- To develop and administer a work-experience program for vocational courses. All students should have a meaningful experience of a workplace in a field connected with the outputs of the employability program.
- To provide a program of information, advice and guidance (IAG) for Post-16-19 life, equipping students with skills and knowledge to support their transition to adulthood.
- To assist with the processing and administration of UCAS applications and providing key information to students.

SPECTIFIC RESPONSIBILITIES

The main responsibilities of the post are:

- To collaborate with the Sixth Form leadership team and external agencies in the development and provision of employability, volunteering and work experience programmes
- To monitor day-to-day attendance data and support the Head of Sixth Form and in raising attendance and punctuality
- To communicate with students, parents and tutors to address day-to-day attendance issues
- To manage the Sixth Form Centre and study areas, creating an environment conducive to learning and supportive of independent study
- To collect, compile, update and share information on enrichment opportunities for students that are relevant to their career aspirations, on a regular basis
- To liaise with the Head of Sixth Form to differentiate and target IAG given to different groups of students, taking their progress and aspirations into consideration



- To assist in the deliverance of one-to-one support for students with specific employability needs (with the support of the Head of Sixth Form and Form Tutors), with individual targets being updated regularly
- To collaborate with the IT department and Service Desk to maintain the online presence of and communication within the Sixth Form
- To provide the Sixth Form team and SLT with administrative support
- To attend and contribute to meetings of the Sixth Form pastoral team and Sixth Form leadership teams, completing actions as agreed in said meetings
- To contribute to the effective and efficient management of learning resources including ICT
- To ensure student compliance with handbook documents for all stakeholders, reflecting the school's commitment to high achievement and effective teaching and learning; contribute to the updating of handbook and policy documents by the Head of Sixth Form
- To work with the Sixth Form leadership team, CP officer and safeguarding officer to support student welfare, safeguarding and child protection issues
- To participate in the administration of admissions and enrolment events
- To undertake other tasks as reasonably directed by the Headteacher.

General

- To work collaboratively as a member of the School Office team.
- To play a full and active part in the life of the School Community
- To take ownership of various projects to meet the needs of the School in order to achieve project goals and assist the effectiveness of whole School administration.
- To support the safeguarding of students and staff.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

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