



Job Description

JOB TITLE	Sixth Form Study Centre and Attendance Co-ordinator
JOB FAMILY	Administration
PHASE	Secondary
HOURS	32.5 hours per week (8.30am – 3.30pm), term time (39 weeks per year) Plus a requirement to support the 11+ examination (3x Saturday mornings across the year)
REPORTING TO	Head of Sixth Form
RESPONSIBLE FOR	NA

Job Purpose

To provide study support in the Sixth Form and provide group and individual mentoring to students to enable them to achieve their potential in their academic studies. To oversee Sixth Form attendance and communicate findings with all stakeholders.

Duties and Responsibilities

This is an outline of the range of duties that can reasonably be expected of a Sixth Form Study Centre Co-ordinator. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of PHSG. Variations will not change the general character of the job or the level of responsibility entailed.

To support our Sixth Form students to empower them to make the most of their independent study opportunities. Also, to provide additional capacity for the Sixth Form team to best allow our students to reach their full potential and achieve their best post-18 next steps. Finally, the monitoring of attendance and academic standards enabling effective communication with all invested stakeholders.

The duties include the following:

- Encouraging positive use of the Study Centre by **all** sixth formers
- Monitoring student's completion of work set by teachers and liaising with them to ensure completion of IL (Independent learning) tasks.
- Working with specific groups of students as nominated by Head of Sixth form
- Leading of the sixth form prefect team and facilitating the election process of student leadership in general
- Co-ordinating loan of equipment from 6th form study i.e. Laptops.
- Y11 internal and external interview and Y12 Destination and guidance interviews (pre UCAS)



- Facilitating individual student intervention as required by Head of Sixth Form
- Production of student resources. E.g. material for open evenings etc
- 6th Form Attendance including inputting data from new recruits to our Sixth Form
- Collecting in letters for attendance to events and trips and support the administrative side of trip planning
- Ensuring that the displays are kept up to date in the sixth form study centre including the TV screens

Support for students

- To manage, organise and oversee the Sixth Form study programme for IL
- Use specialist (curriculum/learning) skills/training/experience to support students
- Establish productive working relationships with students and act as a role model
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Provide day to day pastoral support and mentoring to students and their parents within the context of safeguarding procedures and with direct liaison with the Head of Sixth Form and SLT where appropriate
- To have a marked impact on the attainment, achievement and progress of Sixth Form students through mentoring

Support for teachers

- Work with departments to ensure that students are supported with regards to completing their IL
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.



Support for tutors and the wrap around curriculum

- Be available as a 'floating tutor' to allow tutor access to their group or other members of the team to provide 121s or additional support
- Reinforce the key messages and themes being delivered in registration and the PSHE/Tutorial programme

Support for Sixth Form Activities – careers, UCAS and Next Steps

- Support the development of a work experience and volunteer programme for students and providing impartial and informed careers advice (to create an effective working relationship with College careers advisor)
- Support the UCAS lead in ensuring key dates and IAG is targeted to the right groups and individuals
- Support Sixth Form Celebration, activities and sporting events

Attendance

- New student contact details and collating information from YR11 through to the start of YR12
- Checking the signing book and cross referencing this with sims to allow an accurate attendance picture
- Disseminating threshold letters to parents/carers 96/90% attendance
- Challenging students who are late and persistently late
- Tracking, monitoring and challenging student truancy of lessons and liaising with teachers
- Undertake training as appropriate on data tracking systems on sims and work within the Sixth Form attendance policy
- Liaising with our SENDCO to ensure information and data is shared and kept up to date with our most in need and vulnerable
- Implement intervention projects to raise student attendance, progress and achievement

Other information

- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance review as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Other Duties

- To undertake additional duties as required, commensurate with the level of the job.



Other Areas of Responsibility at Plymouth High School for Girls

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Deal with any emergencies or problems which occur, in line with PHSG policies and procedures
- Being an advocate for diversity and to ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To maintain confidentiality at all times
- Attend and participate in regular meetings
- Participate in professional growth, training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of students' out of school hours learning activities
- Supervise students on visits, trips and out of school activities as required
- Support PHSG in its drive to raise standards for all students by helping to provide a high quality education to all students
- To support the overall aims of PHSG 'for life not school we learn'
- To respond positively to the needs of students, parents, colleagues and governors
- To support other staff by covering duties if they are absent from work

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Plymouth High School for Girls. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.



Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities



- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Sixth Form Study Centre and Attendance Co-ordinator.

Name:.....

Signed:

Date: