



**Name:**

**Job Description:** **Sixth Form Pastoral Manager**

**Grade:** BCAT 6

**Employed for:** Full Time Term time + 1 SDD (37 hrs per week)  
Additional days across the summer holiday period to be fulfilled on an as required basis and to be claimed separately once agreed.

**Hours:** 8:00am–4pm Monday to Thursday, 8:00am–3:30pm Friday with a 30 minute unpaid break for lunch.

**Professional Relationships:**

**Responsible To:** Director of Sixth Form

**Responsible For:**

### **Purpose**

- *To provide a confidential and personal service to the Director of Sixth Form*
- *To act as an ambassador for the School, particularly in relation to the admissions process for Sixth Form*
- *To provide extra Learning Mentor support as required for Sixth Form students*
- *To monitor and act upon attendance issues pertaining to Sixth Form, ensuring all students accounted for on a daily basis.*

To provide a complementary service to existing teachers and pastoral staff within the school, addressing the needs of children, supporting them in overcoming barriers to learning and enabling them to achieve their full potential thereby supporting the school to raise standards of achievement, improvement, attendance and raise standards of behaviour.

### **Safeguarding**

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the School community.

It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:

Policy and Procedure

- Act as a champion of the School's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies

- Be aware of, and actively promote, safeguarding within your teaching classes/form classes and within your designated curriculum area and promote your teaching as a vehicle to safeguard students.

### Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role of teacher effectively with respect to safeguarding
- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role of teacher and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

### **Necessary Experience**

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills. Dependent on the age range, this may need to be Level 2 qualifications. When working Post-16, this may need to be level 3, as they are charged with raising aspirations as part of the brief and have to be able to support individuals in their work to some extent.
- At least 2 years experience of working closely with students
- Ability to use basic technology (computer, photocopier etc)
- Knowledge of policies and procedures relating to child protection, health, safety, security and confidentiality.
- Ability to relate well with students and communicate diplomatically and tactfully with adults (e.g. parents)
- Must be motivated and be able to work independently with minimal supervision.

### **Person Specification**

- Proactive and dynamic
- Approachable
- A good listener
- Non-judgemental
- A role model
- Positive and reliable
- Realistic
- Patient

- *Discretion.*
- *The ability to work as a member of a collaborative team.*
- *The capacity to remain calm and to cope with the unexpected.*

Through their work with students they will seek to:

- Foster the participation of the student in their own assessment for learning
- Enable students to become independent learners
- Help to raise standards and achievement

<b><u>Accountabilities</u></b>	<b><u>Indicative tasks/actions</u></b>
<p>Provide administrative support to the DoSF and Head of Year 12/13 to allow the smooth running of the Sixth Form.</p>	<p>Dealing with queries – especially in the absence of the Director of Sixth Form – and deciding how to deal with the query and whether it should be referred to another member of staff i.e. Deputy Headteachers, Assistant Headteacher, Heads of Year, Lead Teacher etc.</p> <p>Using discretion in providing information both within and outside the School.</p> <p>Dealing with parent queries – deciding what action needs to be taken and by whom.</p> <p>Deciding what matters should be referred to the Director of Sixth Form or delegated to others.</p> <p>Acting as first point of contact for students in absence of HOYs, dealing with pastoral issues</p> <p>Organise priorities – priorities are ever changing.</p> <p>Maintain a range of data bases, records and information, both manual and computerised, ensuring it is readily available and up to date via Admission Forms and Data Collection Sheets and to issue it as required in line with School procedures</p> <p>Assist with bursary contracts; producing as instructed by Finance Manager, issue and sign in absence of DOSF and informing Finance</p> <p>First point of contact with Sixth Form telephone/email enquiries and redirection as appropriate and drafting replies as required.</p> <p>Coordination Sixth Form diary: Booking appointments for Director of Sixth Form, parents, staff, Governors, external agencies etc</p> <p>Preparation of correspondence, agendas, minutes, reports, policies as directed by Director of Sixth Form</p> <p>Letters to parents – typing, checking, passing them to DH/HT for approval and archiving</p> <p>Support with the recruitment process for Sixth Form and enrolment of new students,</p> <p>Lead with the management of Kent Choices and its successor (when announced).</p>

	<p>Arrange appointments for new students to visit the School and discuss applications as directed by Director of Sixth Form.</p> <p>Monitor sixth form attendance a daily basis, ensuring no unauthorised or unexplained absences and cross checking with home study periods/ID Manager. Maintain Home Study record for use by Attendance Officer</p> <p>Calculate and communicate Sixth Form attendance statistics as required.</p>
<p>Organise and coordinate specific activities relating to the Sixth Form reflecting the ethos of the School and assist with other activities.</p> <p>Participate in student activities and events to promote the School's ethos, to raise own profile as a role model and a source of support to students</p>	<p>Prepare and issue letters including those pertaining to attendance.</p> <p>Issue and distribute emails and memos as requested</p> <p>Collate and distribute documentation to tutors and or other staff</p> <p>Assist with the development of relevant student literature such as Sixth Form Planners, Admission Forms, reports for international students, new help booklets</p> <p>Arrange necessary stationery orders, both Sixth Form and student stationery shop.</p> <p>Help to coordinate enrichment activities such as AQA Bacc, EPQ and University Centred Learning Programme activities.</p> <p>LiveRegister – ensure all students entering Sixth Form have fingerprint registration/PINS to allow monitoring of SFLRC PSPs.</p> <p>Access Control – ID badge set up and maintenance, organising replacements</p> <p>WEX – ensure placements are H &amp; S checked with EKBP. Maintain database of placements under direction of DOSF.</p> <p>Participating in prefect activities such as Charity Prefects</p> <p>Sixth Form – events planning and management such as assist with Y11 and Y13 Proms as required by HOY 11 and HOY 13. Sixth Form induction.</p>
<p>Promote a culture of excellence within the School ensuring students abide by the Code of Conduct and uniform/dress codes.</p>	<p>Monitor student presentation and behaviour. Liaise with HOY/DoSF where issues arise.</p> <p>Update BW for all detentions, register and liaise with HOYs</p> <p>Refectory duty – 30 min. every day</p>
<p>Participate as part of the team for UCAS and Careers advice and programmes for all students</p>	<p>Collate student information and offer advice and guidance in one to one or group situations.</p> <p>Manage and organise careers appointments, individual appointments for Y11 and Y12, notifying tutors and emailing action plans to each student. Liaising with external careers advice services.</p> <p>Supporting students with completing and submitting UCAS applications for University and also other destinations.</p>

To carry out as requested from time to time any other relevant duties as may be reasonably required by a member of SLT.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Headteacher the other.

Signed: ..... Date: .....