

# Job Description

<b>Name</b>	
<b>Post Held</b>	<b>6<sup>th</sup> Form Manager</b>
<b>Pay Range</b>	<b>Band 7</b>
<b>General Duties</b>	<p><b><u>6<sup>th</sup> Form Specific</u></b></p> <ul style="list-style-type: none"> <li>• Pastoral support, conveying information to staff as required</li> <li>• Assists with Attendance monitoring of the 6<sup>th</sup> Form</li> <li>• Providing support and guidance to our young people</li> <li>• Engaging students in all aspects of school life</li> <li>• Working to ensure attendance remains high</li> <li>• Ensuring a smooth transition for students joining the Sixth Form</li> <li>• Dealing with day to day issues as they arise</li> <li>• Provides a proactive presence within the 6<sup>th</sup> Form study &amp; social areas to maintain positive work ethics &amp; behaviour</li> <li>• Knowledge of the Post 16 Bursary Fund</li> <li>• Provides assistance to manage student timetables and post-16 data returns, training the Pastoral and Admin Assistant accordingly</li> <li>• Assist with Social Services / other agencies including referrals, attending meetings, liaising with families.</li> <li>• Assist with student discipline referrals from mentors &amp; Admin Assistant</li> <li>• Assist Head of 6<sup>th</sup> Form with staff and teachers re 6<sup>th</sup> form prospectus and maintains electronically via the <a href="http://www.kentchoices.com">www.kentchoices.com</a> website</li> <li>• Assist with CEIAG programme development in conjunction with the whole school CEIAG coordinator</li> <li>• Assist with CEIAG meetings with new applicants</li> <li>• Induction of external recruits</li> <li>• Deputises as chair, as required, for the scheduled mentor meetings</li> <li>• Manage tuition schedule including booking tutors, ordering resources, liaising with parents/students and assisting Head of 6<sup>th</sup> Form with budget.</li> <li>• Manage the reward and achievement data ensuring parents are kept informed of student success.</li> <li>• Keep all medical records updated including health care plans.</li> <li>• Manages the 6<sup>th</sup> Form noticeboards</li> <li>• Assists with the 6<sup>th</sup> Form Prom</li> <li>• Assist Induction programme</li> <li>• Assist with quality assurance of reports, including ensuring that half-termly Progress Reviews are followed up at mentor level, formal meetings convened &amp; parents invited, as &amp; when appropriate</li> <li>• Assist with 6<sup>th</sup> Form assembly programme</li> <li>• If required, attendance at Parents/Carers Evenings and active promotion of careers in school assemblies at at Information Evenings and Open Mornings.</li> <li>• Be available on examination results days to provide guidance and liaison for students/parents/carers</li> <li>• Professional support to the Head of 6<sup>th</sup> Form</li> </ul>

	<ul style="list-style-type: none"> <li>• <b><u>Home/school liaison</u></b></li> <li>• To act as a key point of contact between home and school and to endeavour to resolve issues prior to referring the matter on.</li> <li>• To liaise with parents/carers to keep them informed of their child’s engagement, behaviour and progress.</li> <li>• To ensure appropriate arrangements are in place for students who are not accessing school full time.</li> <li>• To support after school events including parent consultations.</li> <li>• To convene and lead meetings with families as appropriate.</li> <li>• To ensure that the smooth running of the Year group is maintained.</li> <li>• <b><u>Safeguarding</u></b></li> <li>• To work closely with the Designated Safeguarding Leads, home and outside agencies as appropriate, in order to promote the welfare of the students and protect them from harm.</li> <li>• To support with the implementation of their student’s Health Care Plans.</li> <li>• To maintain accurate safeguarding records and record all external meetings on CPOMS.</li> <li>• To ensure that any documentation relating to safeguarding meetings is placed on CPOMS and chased if outstanding.</li> <li>• Comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• <b><u>Administration/communication/attendance</u></b></li> <li>• To ensure that student records are accurate and kept up to date, and that relevant information is stored and disseminated as appropriate.</li> <li>• To ensure all school procedures relating to attendance and punctuality are recorded appropriately, and to work with the Attendance Manager, home and outside agencies as appropriate, in order to maximise students’ attendance and punctuality identifying poor attendance as soon as possible.</li> <li>• To assist with the administration of meetings.</li> <li>• <b><u>Policies/interventions</u></b></li> <li>• To support students so that their behaviour and attitude contributes to effective learning and progress for all.</li> <li>• To understand and implement school procedures and sanctions relating to discipline and sanctioning, including monitoring and supporting individual student behaviour through the relevant reporting structure.</li> <li>• To be instrumental in ensuring that all students follow the behaviour and uniform policies of the school.</li> <li>• To support with students whose behaviour detrimentally affects the learning of others, issuing sanctions and communicating with their Head of Year and home as appropriate.</li> <li>• <b><u>Progress/standards</u></b></li> <li>• To maintain an oversight of the Year group progress, both academically and behaviourally, and assist the Head of School and the wider team in raising standards.</li> <li>• To assist the Head of School in ensuring students reach their full academic potential.</li> <li>• To be instrumental in establishing and monitoring packages of support for students to support them to achieve their potential.</li> <li>• To carry out any other tasks that the principal, or Head of 6<sup>th</sup> Form deem appropriate.</li> </ul>
<b>Reporting to</b>	Head of 6 <sup>th</sup> Form