**St. John’s Catholic Comprehensive School**

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| **Role Profile** | Sixth Form Pastoral Manager | |
| **Reports to** | Head of Sixth Form / Assistant Head of Sixth Form - TBC | |
| **Grade** | Kent Scheme Salaries Band 7 | |
| **Job Purpose** | To support the smooth running of the 6th form on a day-to-day basis by playing a key role in proactively upholding standards in pupil behaviour, uniform, time-keeping & attitudes to learning.  To be an active and visible presence within the year areas and study areas throughout each day.  To proactively offer students appropriate academic and pastoral advice and guidance, in order to enable each pupil to develop holistically so that they flourish in our 6th form.  To be an integral member of the 6th form team in delivering a first class experience to our students and all relevant stakeholders throughout each academic year. | |
| **Accountabilities** | * To play a proactive role in upholding and modelling the Catholic Ethos of our school as well as our Mission Statement. * To be a proactive presence with both 6th Form Year Groups at all appropriate times throughout the school day, including assemblies, form time, before school, study time, social time, and events involving the Key Stage. * To supervise a given number of 6th Form Study periods throughout each week (a given number of these to be determined at the start of each academic year) with the aim of ensuring the learning environment offers the very best opportunity for students to maximise this study time. * To supervise 6th form lessons where the respective teaching member of staff is absent, and no rota staff or cover supervisors are available to cover the lesson (no cover lessons will be assigned if rota staff or cover supervisors are available). On these occasions, you will be expected to ensure the students are issued with the work set, and that a conducive learning environment is created. * To liaise closely with the Attendance team and play a proactive role in challenging & supporting students & families with low attendance, and to monitor vulnerable students and notify parents immediately if they are absent from school. * To play a proactive role in the academic and pastoral support of the students in their care. Monitor and support identified students as directed by the Head of 6th Form or relevant staff. * To work with the 6th form team to help identify students requiring bursary support. * To forge excellent working relationships with all school stakeholders; students/staff/parents/governors - liaising with all in a professional manner which upholds our Catholic ethos and Mission where appropriate. * Assist in organising parent/advisor consultation meetings, and attend when required. Provide minutes from the meetings and action points to HOY. * Assist with the organisation of Parents’ Evenings, 6th form Open Evening and other 6th Form events, acting as a proactive member of the team in ensuring that these events run smoothly and showcase the school in the very best light. Liaise with parents and students to encourage engagement with events where appropriate. * To proactively assist with the smooth running of 6th Form examinations, ensuring the highest possible standards are adhered to at all times. * Arranging external support for students, completing relevant paperwork, liaising with outside agencies, parents/carers and Head of 6th Form/Head of Welfare Team and all relevant DDSLs/Careers Team/SENCO or other relevant school professionals as required. * Support and assist in the organising of events relevant to the welfare of students in your year group such as rewards, Anti Bullying Week, drug awareness talks etc. * To work closely with the Designated Safeguarding Lead regarding child protection issues, following the framework and guidance in place, making Safeguarding referrals as appropriate and timely. To keep an updated list of those working with Welfare Team and other outside agencies and communicate this at weekly 6th Form team meetings. * Liaise with various external bodies such as Police, PCSO, Community Safety Unit, Parent Support Advisor, FLO etc as appropriate. * To support the 6th Form team in tracking the destinations of those leaving St John’s at the end of Year 12/and or Year 13, and keep accurate and timely records. * To be trained in First Aid at Work procedures and to provide ‘on duty’ first aid cover at pre-agreed times in the week. Our First Aid Team is made up of several staff members across the school. Full training and support will be provided for this aspect of the role. * To be aware of students who have Medical Care Plans in place; to undertake any relevant training and to offer support as required. * Fire warden duties as allocated. * To attend all training that is directed as part of professional development. * To undertake any other duties commensurate with this post. * Actively support the Catholic ethos of the school. | |
| **Knowledge & Skills** | The post holder should possess the following knowledge and skills:   * Educated to GCSE or equivalent level, e.g.; 5+ A\* to C grades at GCSE, including English and maths. * Excellent communication skills, both written and verbal to deal with all visitors to the school, parents, staff and students and for dealing with telephone calls. * Ability to relate to students and their parents/carers and have an understanding of individual and special educational needs. * Ability and confidence to deal with students on a one to one basis and in a classroom situation. * Tact and diplomacy to deal with a range of situations and an ability to handle confidential material in an appropriate manner. * Ability to remain calm under pressure. * Excellent ICT skills to include experience of all Microsoft Office systems and SIMS. * The ability to be able to organise, prioritise and manage a workload effectively. * Work effectively as part of a team. * Be willing to undertake specific and relevant training to develop performance and maintain a portfolio of self-reflective practise. * Be willing to work flexibly when the situation requires. * To understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection. * Have the ability to adapt to an ever-changing environment and to recognise own strengths and expertise and use to support and advise other members of the team. | |
| **Personal Qualities** | **Emotional self awareness**  Accurate self-assessment  Self confidence  **Emotional self control**  Transparency  Adaptability  Achievement orientation  Initiative/Proactivity  Optimism | **Empathy**  Organisational awareness  Service orientation  **Developing others**  Team work and collaboration  Inspirational leadership  Conflict management |
| **Notes** | * This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. | |

September 2023