Herne Bay High School

Job Description

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| **Name** |  |
| **Post Held** | **6th Form Year Manager** |
| **Pay Range** | **Band 7** |
| **General Duties** | **Communication** * To act as the main point of contact between home and school and to endeavour to resolve issues prior to referring the matter on.
* To liaise with families to keep them informed of their child’s engagement, behaviour and progress.
* To support after school events including parent consultations.
* To convene and lead meetings as appropriate. Professional/Parent
* To ensure the smooth running of the year group is maintained.
* Pastoral support, conveying information to staff as required
* Attendance monitoring of the year group and liaising with attendance officer as appropriate
* Providing support and guidance to our young people
* Engaging students in all aspects of school life
* Ensuring a smooth transition for students joining the Sixth Form
* Dealing with day-to-day issues as they arise
* Provides a proactive presence within the 6th Form study & social areas to maintain positive work ethics & behaviour
* Updating the central database/CPOMS where necessary & when directed

**Administration (in collaboration with the other Year manager)** * To ensure that student records are accurate and kept up to date and that relevant information is stored and disseminated as appropriate
* Assist with Social Services / other agencies including referrals, attending meetings, liaising with families.
* from mentors & Admin Assistant
* To meet and run the 6th Form Student Council
* To meet with Senior Student Team weekly
* Helps manage student timetables and curriculum
* Progress Review Monitoring -followed up at mentor level, formal meetings as & when appropriate
* Process Kent Choices applications and admissions
* Organises and completes the Y12 Work Experience Process using Unifrog
* Assists with Induction programme
* Manage Post 16 tuition fund and schedule including booking tutors, ordering resources, liaising with parents/students and assisting Director of Post 16 with budget
* Arrange 6th Form Prom
* Keep all medical records updated including health care plans.
* Working knowledge of Ucas
* Working Knowledge of the Post 16 Bursary Fund
* Manages the 6th Form noticeboards
* If required, attendance at Parents/Carers Evenings and active promotion of careers in school assemblies at Information Evenings and Open Mornings.

**Trips/Events*** Organise and coordinate all trips relevant to year group

**Results*** Be available on examination results days to provide guidance and liaison for students/parents/carers
* Induction of external recruits
* Professional support to the Director of Post 16
* 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.

To carry out any other tasks that the Principal, Director of Post 16 deem appropriate. |
| **Reporting to** | Head of 6th Form |