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| logo | **ST GEORGE’S C OF E FOUNDATION SCHOOL**  **JOB DESCRIPTION** |

JOB TITLE: **Sixth Form Pastoral Support**

GRADE: Kent Range 6

ACCOUNTABLE TO: Director of Sixth Form

JOB PURPOSE: To provide care, guidance and support to all pupils within the year

group.

DISCLOSURE LEVEL:Enhanced. You are required to be fully committed to the safeguarding of

the pupils in the school.

DIRECTLY RESPONSIBLE

TO THE POST HOLDER: N/A

TEAM LEADER TO: N/A

KEY ACCOUNTABILITIES

*All staff at St George’s C of E Foundation School are expected to actively support and promote the vision and values of the school including the Child Protection and safety procedures.*

The role of Pastoral Support is to support the Sixth Form under the guidance of the Director of Sixth Form.

PASTORAL SUPPORT

* To support the Behaviour Team and Director of Sixth Form in regard to behaviour management.
* To support in maintaining the Sixth Form dress code.
* To support the spiritual, moral and cultural development of pupils in the Sixth Form.
* To support the Director of Sixth Form by collating the information for pupil progression and parent liaison.
* To attend, where possible, multi-agency meetings and parent meetings relating to pupils within the year group.
* To attend, and engage/assist in, Sixth Form Worships and Celebration Worships.
* To establish supportive working relationships with all members of the Sixth Form.
* To observe and support pupils in their lessons selected by the Director of Sixth Form and to report back any relevant information.
* To meet weekly with the Director of Sixth Form to discuss any issues.
* To support the “Behaviour Support on Call” procedures as part of the rota.
* To communicate Careers Interviews, counselling or other meeting times with Sixth Form pupils.
* To assist with the organisation of Work Experience by helping Personal Development teachers get necessary information from the pupils and parents.
* To assist with the monitoring of Work Experience by contacting employers to check how the pupils are getting on.
* To support at Year 12 and Year 13 Parents’ Evenings.

PUNCTUALITY AND ATTENDANCE

* To support the Head of Year in regard to attendance and follow up on pupil absence.
* To run weekly hour detentions for Sixth Form pupils that have truanted a lesson or have received one for their behaviour.
* To arrange for the collection and distribution of work for sick pupils within the year group.
* To collate data on lates/truancies across the Sixth Form.

GENERAL

* To follow the School’s Child Protection procedures in cases where there is concern over the safety or emotional well-being of a pupil.
* To maintain strict confidentiality with regard to both the staff and pupils within and outside of the school**.**

This job description will be reviewed annually by the post holder and the relevant team leader as part of the school’s support staff management cycle.

**March 2024**