

Job Description

Job Title:	Upper School Pastoral Support Manager with Family Liaison (Sixth Form)
Reports to:	Assistant Principal: Head of Sixth Form
Responsible for:	No line management
Salary range:	Academy Band E: FTE £25,127 (pro-rata £21,974.02)
Contract:	Full time (37 hours a week)/Term Time Only (including Inset days)

Main purpose of the role:	<p>To support the work of the Vice Principal and Assistant Principal in dealing with students, parents and carers on a daily basis in support of the Academy culture and ethos</p> <p>To develop the Academy's internal structures for student support, and challenge and promote links with external organisations so that learning and opportunities for the personal development of students, their families and the wider community are maximised.</p> <p>To support the work of the Academy leadership team with promoting pupil attendance and engagement, including home visits as required.</p>
Main duties:	<ol style="list-style-type: none"> 1. Oversee the Sixth Form study environments to ensure that they are conducive to learning 2. Provide pastoral support as the main point of contact for students and parents/carers 3. Support with attendance, punctuality and wellbeing: this will involve contacting home to identify reasons for absence and speaking to students and parents/carers, including home visits where necessary (following clear risk assessments) 4. Support in monitoring academic performance and academic trends, allowing necessary interventions to take place 5. Support in running interventions put in place to deal with attendance, attainment and/or behaviour issues 6. Work collaboratively regarding enrichment activities and support in expanding students' horizons 7. Support in overseeing the itinerary of external partnerships that take place throughout the academic year within the Sixth Form 8. Support the Assistant Principal and Finance Manager with the administration of the 16-19 bursary forms, including checking paperwork, evidence and receipts 9. Assist in the identification of early signs of disengagement and contribute to specific interventions to encourage re-engagement with the curriculum and Academy life 10. Monitor and address all dress code issues within the school, referring to the Assistant Principal when needed 11. Celebrate successes within the school 12. Be present where required at Academy and Sixth Form events 13. Be a visible and pro-active part of the duty system throughout the Academy day, both in terms of supporting staff in class, and during break and lunchtimes 14. Be available for staff and students throughout the week and at other

	<p>times as directed by the Principal</p> <p>15. Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal</p>
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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A*-C GCSE Maths and English or equivalent Evidence of Continuing Professional Development relevant to the role 	
Experience	<ul style="list-style-type: none"> Experience of supporting pupils/students of differing abilities and backgrounds 	<ul style="list-style-type: none"> Experience working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups A strong awareness of whole school and wider educational issues and current developments
Skills	<ul style="list-style-type: none"> Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals Demonstrable ability to communicate effectively in both oral and written form Creative and innovative Excellent facilitation and presentation skills suitable up to and including senior managers Data and IT literate with good IT skills Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions 	
Qualities	<ul style="list-style-type: none"> Able to confidently liaise with senior colleagues including in formal settings Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures Personal and professional authority and resilience Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture Empathetic, tactful and diplomatic Solution focused, working collaboratively and collegially with colleagues and stakeholders Excellent inter-personal skills A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments 	