

NORTHFLEET SCHOOL FOR GIRLS CO-OPERATIVE LEARNING TRUST

JOB DESCRIPTION

Post: KS5 Engagement Support Leader

Line Manager: KS5 Pastoral Leader

Post Level & Grade: Kent Scheme KS6 – 37 hours per week.
Monday to Thursday 8.15 am to 4.15 pm
Friday 8.15 am to 3.45 pm

Main (Core) Duties:

To support the KS5 Pastoral Leader in ensuring all students are able to engage with the Sixth Form as per our whole school vision. This will include ensuring students attend well, behave in line with our high expectation culture and engage with opportunities available to them.

As well as promoting a 'Dream Big and Achieve' culture this role is key in helping our students to overcome barriers which may hinder full engagement, including:

- Ensuring excellent attendance
- Ensuring engagement with learning and wider participation
- Helping students to overcome barriers through strong pastoral care

Ensuring excellent attendance

- Ensuring that registers are accurately completed twice daily (Sixth Form) in accordance with school and legal requirements. Liaising with Sixth Form Leaders as appropriate
- Ensuring there are effective signing in procedures for Sixth Form students, ensuring that appropriate checks and plans are in place if students do not sign in
- Communicating with parents with regard to unexplained absence including using the Schoolcomms programme, sending texts to parents/carers of absentees, phoning those who cannot be contacted by text
- Communicating with parents with regard to unexplained absence
- Monitoring all students' attendance and punctuality daily and arranging meetings with parents as appropriate
- Issuing letters from the Headteacher to parents/carers in relation to Sixth Form students' attendance, punctuality and holiday requests
- Assisting in completing the end of year procedure and census returns
- Providing Sixth Form Leaders with registers in the event of a fire drill, liaising with both with regard to those students who are missing etc.
- To work closely with the whole school Attendance Officer, ensuring consistent and effective attendance procedures in the Sixth Form

- Tracking parent attendance at meetings with Sixth Form leaders and highlighting where further actions may be required
- Liaising with Sixth Form Leaders regarding specific pupil attendance.
- Meeting with parents of attendance concern students, either independently or with Sixth Form Leaders as appropriate
- Act as a first port of call after the class teacher for Sixth Form students who are unwell. Liaising with Parents as appropriate.
- Act as a key Sixth Form first aider

Ensuring Engagement with learning and wider participation

- Support the KS5 Pastoral Leader in ensuring all students adhere to the school rules and have high expectations in dress code/general appearance and behaviour
- Proactively engaging in Sixth Form pastoral activities, including base time, next steps, assemblies and Dream Big days.
- Encourage and support targeted students to engage with pastoral and personal development activities, including Dream Big, volunteering and Next Steps
- Work closely with the KS5 Pastoral Leader and Assistant Headteacher to identify students who are not fully engaging with learning. Mentor and where appropriate deliver pastoral plans to improve engagement. This will involve working closely with parents and students
- Maintaining data records as required to be used for monitoring impact of initiatives.
- Wherever possible supervise Sixth Form common and work areas to ensure a productive and respectful environment
- Monitor and act on issues of poor behaviour, attendance and punctuality, referring to KS5 Pastoral Leader those students who require further action.

Helping students to overcome barriers

- Supporting all students in the Sixth Form to achieve their potential by acting as a mentor and pastoral support where issues are identified. Liaise with the KS5 Pastoral Leader where additional support is needed
- Work closely with a 'caseload' of targeted students who require additional pastoral support, especially in managing mental health, anxiety, workload, resilience and relationships barriers
- Liaise closely with whole school mental health and pastoral support networks – especially where students require additional external support
- Proactively engage with parents in the development of a productive 3 way working relationship (School-Student-Parent)
- Where appropriate to undertake home visits with another colleague to aid parental engagement. (risk assessments must have been completed

Other duties

- Providing a positive role model for students promoting and supporting positive relationships and behaviour between students and staff.
- Taking responsibility for own professional learning, reflecting on personal practice having a creative, constructive and critical approach to innovation and the ability to adapt practice where benefits and improvements are identified.
- Promoting the school ethos and activities of the school with students, parents and the community.
- To actively participate in appropriate meetings with parents, colleagues and others relative to role to ensure that students make progress.
- To attend the Year 12 prospective open evening, induction evening, parents evenings and Y12 settling in evening. Time is traded against training days for these events.
- To undertake any other duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

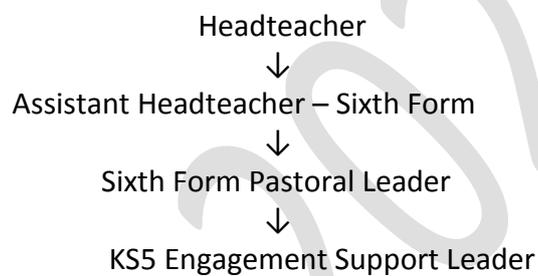
Knowledge, Skills & Personal Qualities:

Essential	Desirable
Experience of working with young people and families	Restorative Justice training or similar
Patience and good humour	First Aid
Skills of negotiation	
Excellent team player	
ICT competent	
Able to enthuse and motivate	
Able to manage time and workload effectively	
Able to act and be seen as a figure head for larger groups of students	
Excellent communication skills, both written and oral	

Personal Qualities:

1. To be a good role model for behaviours and attitudes with a sense of humour and empathy for children.
2. To be able to encourage independence of self; consider support and contribution of others both as people, groups, communities and environments.
3. Awareness of the responsibilities for safeguarding students in their learning environment.
4. An ability to assess how your work contributes to the whole school picture.

Organisation:



Signed (Post Holder): _____ Date: _____

Signed (Line Manager): _____ Date: _____