



Job Description

JOB TITLE	Sixth Form Administrator (Student Support)
JOB FAMILY	Office Admin
PHASE	Secondary
SALARY GRADE	TSAT Grade C/D
HOURS	Fulltime/ term time plus 3 weeks
REPORTING TO	Assistant Principal, KS5
RESPONSIBLE FOR	n/a

Job Purpose

To provide support for the Sixth Form Team and students

- Assistant Principal, KS5
- Sixth Form Leadership Team

Duties and Responsibilities

Promotion of excellent attendance and punctuality in the Sixth Form

Provide administrative support within the Sixth Form for the Assistant Principal, KS5 and Sixth Form Leadership Team

Ensure that information on SIMS is up to date and correct, including timetables and Admissions Plus

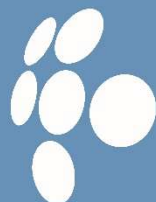
Organise student interviews post summer examination results, including late applications from external students and maintain up to date records of applications, rejections and acceptances and ultimately numbers

On results days, ensuring the office process applications and results promptly and accurately, adding student details to SIMS, keeping track of class sizes, dealing with all queries on option choices and blocks

Coordinate and distribute induction and application packs, recording replies and responses

Support the organisation and management of the induction of new students into the Sixth Form

Support the Leadership Team in providing pastoral care for students with responsibility for supporting and recording progress and attendance of students and ensuring timely communication with all parties



Assist in supervising Sixth Form Study areas and interventions/strategies

Organise Letter and Text Book Returns

Assist in the organisation of School Events including Sixth form Parents' Evenings, maintain registers of attendees and follow up non-attendees.

Update displays in all sixth form areas

Help with coordinating Apprenticeship Fairs, UCAS trips to include completing all health and safety checks, liaising with finance regarding monies; parent pay set up; organising university visits

Working closely with MEBP regarding work experience; organising placements; helping students choose the best options for them

Gathering work and resources for students placed in isolation and being a point of contact; gathering statements where appropriate

Supporting sixth form detentions with setting, following up attendance, contacting home and recording on SIMS

First point of contact for all students for personal, medical, first aid. Liaise with SEN and Safeguarding on any issues

Organising events for sixth form leadership team including booking of meetings and contributing to team meetings and discussions as appropriate

Take the lead on the sixth form website and social media to ensure it is relevant and up to date information is always on display

Collating destination data for all Year 13 leavers and mid-year leavers

For all students joining Year 12, to retrieve data from previous school via CTF; inputting onto SIMS. Admissions Plus and updating Data Collection Sheets

Coordinating the administration of rewards and organisation of celebration events

Coordinating sixth form social media

Assist with First Aid as required

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development



- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Ensure that pupils work together positively and co-operatively, with good behaviour in line with the school's policy and procedures.
- Encourage and promote the social and emotional development of pupils

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Attend meetings and training sessions as required.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other Areas of Responsibility

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".



- You will be based at Holcombe Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

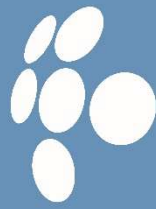
- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Performance Management and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Sixth Form Administrator (Student Support)

Name:

Signed:

Date: