

## JOB SPECIFICATION

### Sixth Form Study Centre Manager & Administrator

**Responsible to:**     **Leader for Sixth Form**

**Salary:**                    **£19,425 per annum**

**Hours:**                    **37 hours per week**

**Weeks:**                   **39 weeks per year**

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.*

*The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

#### Job Purpose

- To support the Sixth Form Leadership, with bespoke strategies appropriate for 16-19 students, to ensure that students are ready for their next steps in education, employment or further training.
- To support and guide students through Years 12 and 13 to ensure a high quality work focused environment to support the highest levels of achievement within the 6th Form.
- To deputise and represent the Leader for Sixth Form where appropriate
- To undertake appropriate CPD training to support the development and progression of the role
- To assist in tackling underachievement within the 6th Form primarily by working in partnership with students, teaching and pastoral staff, families, parents and carers in the school context to enable students, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning, achievement and participation.
- To take an active and engaged role in the recruitment, admissions and induction of new students into the Sixth Form including leading external recruitment events and producing marketing materials.

To use strategies to:

- Improve learning and study skills to raise attainment
- Improve attendance, raise standards and assist with the transition to university/college and other pathways beyond school

## **Key Responsibilities and Tasks**

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.**

- To be responsible for managing the Sixth Form Study Area ensuring an appropriate working ethos is maintained.
- Oversee condition of Sixth Form rooms/litter/ICT/printer provision.
- To support the organisation of 6th Form cover/supervision for absent staff classes, distribution of set work
- To monitor students who have been allocated Supervised Study Sessions and liaise with teaching staff to provide relevant work.
- To closely track each student's overall attendance to Sixth Form and follow intervention procedures.
- To monitor Sixth Form students adherence to the Sixth Form Dress Code and challenge students who are not dressed appropriately.
- Liaise with teachers and Sixth Form Tutors with regard student concerns and ensure information is passed onto the correct staff.
- To liaise with Sixth Form students' parents when required.
- Arrange meetings/interviews for Head of Sixth Form when required
- Attend Sixth Form Open Evening and Parents Evenings and results days.
- To interview potential Sixth Form students along with Head of Sixth Form.
- To support students in need of emotional support when necessary, maintaining a professional position and ensuring boundaries are adhered to.
- To act as a positive role model around the school, building trust and rapport with students, encouraging them to be able to approach for help / assistance whilst maintaining an authoritarian position.
- To use knowledge of available support services to help students access support when necessary.
- To liaise with external agencies regarding the welfare of students as required.
- To participate, when required, in various recreational and educational activities and to accompany students either to other areas of the site or off site for scheduled meetings or activities.
- To receive parents and visitors and participate in open days and evenings as required.

## **Other Professional Requirements**

### **Communications, Marketing and Meetings**

- To attend Sixth Form Team meetings and other external meetings as appropriate including the Buckinghamshire Sixth Form network
- To conduct Sixth Form Tutor meetings, ensuring the provision of agendas and minutes
- To attend conferences relating to Sixth Form management and development
- To be aware of the Sixth Form website entry and be responsible for providing up-to date, accurate information or updates to the website coordinator
- To support the organisation of Sixth Form Information Evening, including the design, publication and marketing of the prospectus.
- To support the organisation of Sixth Form Taster days, including opportunities for students to visit local FE Colleges in liaison with the Employability Team
- To assist the Examinations Officer in the conducting of Public Examinations in the Summer Term, and to support Year 12/13 in the administration of examinations
- To attend on the GCSE results day and Sixth Form enrolment day to confirm the A2 subject choices of Year 11, meeting with parents to clarify these choices after the results day where necessary
- To liaise with the Examinations Officer/Heads of Department over re-sitting of AS/A2 modules
- To organise and run the Year 12 Induction at the start of the Autumn Term
- To support the organisation of Presentations Evening with a focus on developing a thriving Alumni community for Chalfonts

- To organise, promote and attend events for the cohort including end of term celebration assemblies and Leavers Dinners.
- To actively promote and celebrate successes of the Sixth Form students using the website and social media.

### **Preparation for Higher Education**

- To administer the UCAS procedure for applicants from Years 12/13 and the post A level cohort
- In conjunction with Sixth Form Tutors to provide a UCAS reference on behalf of the Principal and to see the entire procedure through to its conclusion
- To advise applicants and their parents on choice of university/course
- To give close advice to Year 13 students on their personal statements
- To arrange mock interviews for UCAS applicants
- To provide references, on request, for past students
- To prepare for and conduct the Higher Education Meeting for parents and Year 12 students in the Summer Term and prepare a Handbook for parents and students
- To organise, provide resources and run the UCAS days for those in Year 12

### **Other responsibilities and duties to promote achievement:**

- Support the preparation process of students for entry to Higher Education and Apprenticeships
- To set a positive ethos for the Sixth Form supporting the school vision and school priorities
- Support the Pastoral Team, when necessary, to communicate with parents and carers regarding concerns
- Organise after school supervised study sessions for students who want or need somewhere to study.
- Monitor the attendance of individual Year 12 and 13 students where this has been raised as a concern
- To promote and support the Student Leadership Elections
- To promote and support Personal Development opportunities for students
- Run support groups as necessary and appropriate with individuals or small groups of students with the support of the Head of Sixth Form
- Follow school procedures in maintaining regular contact with families and carers in need of support, keeping them informed of needs and progress, with the purpose of securing family support and involvement.
- To support the administration and organisation of the enrichment programme, being part of a team running activities as appropriate for Year 12 and 13 students
- Contribute to fulfilling the objectives of the Sixth Form Development Plan

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.