



Faculty/Department Sixth Form	
Job Title:	Sixth Form Student Support
Grade:	6
Post Purpose:	To support the sixth form team in establishing high standards of behaviour, attendance, work ethic and progress within the sixth form.
Accountable to:	Becky Mayles
Duties, Responsibilities and Key Tasks: Supporting Students	<ul style="list-style-type: none"> • Establish productive working relationships with students, acting as a role model and setting high expectations. • To manage the sixth form study spaces for non-contacts, IS and Els, ensuring students use their time purposefully and create a positive learning environment for independent study. • To establish productive working relationships with students, through academic and pastoral one to one support. • To provide one to one sessions with students who are facing difficulties both internally and externally to the Academy which is impacting on their progress. • Encourage students to interact and work co-operatively with others and engage all students in activities that support learning. • To encourage students to read to support their curriculum. • To encourage and support students' use of IT, and use of information literacy skills. • To give guidance and support for students on research skills and referencing • Support students consistently, whilst recognising and responding to individual needs. • Encourage students to interact and work co-operatively with others and engage all students in activities that support learning.
Pathways – Information, Advice & Guidance Support	<ul style="list-style-type: none"> • To support the sixth form students in accessing their chosen career path • To support students in the UCAS application process and ensure applications are completed to a high standard and are processed prior to the submission deadline. • To manage and track work experience and volunteering opportunities offered to all sixth form students. • To support the Assistant Principal (Post 16) in ensuring that students in Year 11 make a smooth transition into Year 12 and those in Year 12 into 13.
Supporting Sixth Form Personnel	<ul style="list-style-type: none"> • Be aware of the Academy procedures regarding policies and practice, in particular sixth form uniform and attendance. Challenge those students who do not follow policy. • To engage with parents/carers in supporting students with attendance, punctuality, academic and pastoral issues. • To support the Assistant Head of Sixth Form in tracking and monitoring attendance to school and lessons.



	<ul style="list-style-type: none"> • To support the Assistant Head of Sixth Form in providing one to one intervention support for students who are off track. • To support the Head of Sixth Form with any significant CP issues. • To support the Head of Sixth Form with the delivery of re-sit exams. • Supporting Sixth Form tutors with the pastoral support of their tutees. • To undertake in-service training as required, including Designated Safeguarding Lead training • Investigate incidents that occur within the sixth form, follow appropriate procedures to interview students and compile evidence. Take action if appropriate, or request intervention from a senior member of staff if necessary. Ensure that information is shared with the appropriate members of teaching staff.
<p>General</p>	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time by the Operations Manager, Head of School or CEO.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Job Description



PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Degree in any area	E	A
Ability to relate well to teenagers to gain trust and respect.	D	A/I
Understanding of the need to support students' educational progress and achievement.	E	I
Experience of working with young adults	E	A/I
Designated safeguarding (training will be provided)	E	A/I
IT literate, proficient user of Microsoft Office applications	E	A/I
Effective organisational and planning skills.	E	I
Excellent verbal communication skills.	E	A/I
Deliver short presentations to students	E	I
Commitment to professional standards	E	I
Team orientated, but can work independently using own initiative	E	I
Customer orientated.	E	I
Strong interpersonal skills	E	I
Ability to use own initiative	E	I
Confident	E	I
Willingness to attend meetings as required	E	I
Commitment to uphold the Academy's policies, including safeguarding and equal opportunities.	E	I

A = Application
 I = Interview
 T = Task/Activity
 R = References