

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | 6th Form Pastoral and Engagement Support Worker |
| **Working Hours:** | 37 hours per week, term time including staff training days  Monday to Friday 8.30 am – 4.30 pm (4.00 pm one day to be agreed) |
| **Salary Grade:** | Grade F SCP 12 - 17 £22,571 - £24,919 pro rata  Actual Salary £19,176 - £21,170 |
| **Responsible to:** | Director of Learning, Assistant Headteachers (Pastoral) |

**Main Job Purpose:**

To provide pastoral support for 6th Form students within the wider pastoral provision of the school, securing high levels of engagement with studies.

**Main responsibilities and duties**:

1. Provide general support to students where pastoral issues might affect their ability to access study.
2. Work with identified groups who might require intervention in order to support their studies.
3. Liaise with outside agencies to secure specialist support where required.
4. Ensure that the student bursary is used effectively to remove barriers to learning for disadvantaged students, and work with support agencies to ensure that students access help and support as needed.
5. Represent the interests of students in meetings, working as part of a team to ensure we provide great support within an outstanding education provision
6. Attend meetings: pastoral, sixth form and inter agency if required.
7. Liaise with students, tutors, parents and carers to support good attendance.
8. Use the pastoral referral system to ensure joined up communications within the Sixth Form, and with our families.
9. With the Sixth Form Administrator, use attendance data to monitor, identify and intervene to ensure that student attendance does not become a barrier to learning.
10. Coordinate the sixth form mentoring programmes.
11. Refer to Sixth Form counselling provision as needed.
12. Work with KS4 Director of Learning to support transition of key student groups to sixth form.
13. To assist with safeguarding processes as needed in order to ensure the wellbeing of students and staff.

**General points**:

* This role may at times be required to support intervention in lower year groups if a relevant member of staff is absent, and the need arises.
* This role requires flexibility in order to secure high standards and outcomes.
* The role will involve close liaison and reporting to the Director of Learning for Sixth Form on all these aspects.
* The postholder must retain the confidentiality of all aspects of school life.

In additional the post holder must:

Ensure that Health and Safety requirements and other relevant regulations are adhered to and observed.

Support the school’s fire and emergency procedures by being familiar with the instructions for staff and students, located in all of the teaching areas, and take appropriate action should the need arise.

Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act, GDPR and the Data Protection Act.

Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school’s agreed procedure.

Prepared by: HR Dept.

Date: June 2022