

# 6th Form Student Support Leader (KS5)

## Trinity Academy

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### 6th Form Student Support Leader (KS5)

Responsible to:	Head of 6th Form
Hours:	37.5 hours Term Time plus 10 days
Salary:	S22 - S26 (FTE of £27,027 - £30,099) Actual of £25,945 - £28,698 pro-rated
Start date:	September 2024

#### Purpose of the role

To embrace the values of Trinity Academy ensuring that **every** 6th Form student achieves their absolute best by providing support for students' academic achievement and all aspects of their pastoral care.

#### Details of the role

The role will involve working with Head of 6th Form and subject teachers to determine the best support and intervention strategy, evaluate the impact of such provision for, lead meetings with parents/carers, students and outside agencies etc. You will be instrumental in ensuring students in 6th Form successfully adhere to the school's academic, attitude and character development expectations and through careful monitoring, work most closely with students who find this difficult. There is an expectation to work after school in meetings with students, parents/carers or other vital tasks which will be negotiated with your line manager.

This job is suitable for someone who is looking for a career in education or working with young people. While experience working in a similar field or role is preferable, it is not essential. In all cases, training is available for the right candidate who wishes to develop their skill set. What is essential is the drive and determination that **every** student shall receive the support they need to be given the best chance to succeed; a person who is confident enough to evaluate current provision, identify areas we can improve and then implement the required improvement will be successful in the position. Fundamentally, you have to really care about **all** students realising their potential.

The ability to contribute to other co-curricular areas of Trinity life (eg; Team Sports,

Music, Drama, Equalities or other co-curricular activities to be agreed) is essential.

### **Specific Responsibilities**

- To be the first point of contact for students and their families within 6th Form, providing appropriate information as required to relevant Academy staff, students and parents
- To be the 'go to' person to support students to overcome any personal or academic barriers to learning
- To support students along with the Head of 6th Form, through key points of post-16 education eg; UCAS/apprenticeship applications, widening participation projects etc
- To maintain positive and regular Academy – Parent – Student communication
- To respond to any "routine" duty referrals for students within the 6th Form, to manage and investigate any issues arising and ensure that appropriate actions are followed through
- To work with individual students and their families when issues from home are affecting or likely to affect their performance/attendance/ability to learn at the Academy
- To analyse data from a variety of sources to inform, implement and monitor systems and practice which secure good patterns of attendance and punctuality in the 6th Form
- To carry out the statutory responsibilities in relation to attendance across the 6th Form by using a variety of strategies and following a case management system
- Ensure maintenance of accurate student records in a variety of formats (spreadsheets, databases etc.) and full compliance with Data Protection and Freedom of Information regulations.
- Ensure that all liaisons with external agencies are appropriate to need and effective to support the personal and educational development of learners, including those students considered being "at risk".
- Any other such duties as may, from time to time, be reasonably required by the Principal

This job description will be reviewed annually 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.