

<b>Salary:</b>	NJC Pay Scale, Grade E
<b>Responsible to:</b>	Deputy Headteacher
<b>Date of Job Description:</b>	May 2025

## Purpose of the Role:

To challenge educational and social disadvantage by achieving the highest possible standards and preparing all our students to lead successful lives.

To prepare, support and mentor learners from and at Blackpool Aspire Academy, in their journey into and through Post 16 learning.

To work with learners, parents and staff, as part of a professional team to sustain positive engagement in Post 16 provision and subsequently reduce NEET across Blackpool.

## Main Tasks and Responsibilities

### General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.

- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

### **Main Responsibilities:**

- To ensure learners have clear aspirations around Post 16 progression through a deeper understanding of the possibilities available to them.
- To support learners in raising their awareness of the qualifications they will need to access their Post 16 progression routes.
- To identify each individual's barriers to success for the identified cohort which may include both academic and pastoral issues.
- To support learners through individual strategies which will ensure their continued access to Post 16 learning and beyond.
- To assess key issues affecting learner's progress and identify effective strategies to prevent learners dropping out of Post 16 learning.
- To support Year 11 students on their caseload to improve attendance and their engagement with learning by helping to ensure barriers to this are removed.
- To determine and implement effective approaches that will help young people to develop confidence, overcome barriers and achieve successful transitions.

### **Key Duties:**

- To take responsibility for an identified "cohort" of learners, as identified at Blackpool Aspire Academy.
- To follow up with learners/parents and carers to implement strategies to improve attendance
- To support the effective transition of the "cohort" onto their chosen Post 16 course.
- To develop individual "progression plans" which address academic, pastoral and social needs. for Post 16 and year 11 cohorts
- To support individuals to achieve their academic targets as part of their "progression plan" to ensure good progress on their respective courses pre-16 and to their desired destination post 16.
- To keep written records in order to monitor progress against agreed targets and to

submit monthly reports to your line manager and the project partner, Right to Succeed.

- To establish and maintain close relationships with local statutory and voluntary support agencies to assist in supporting individuals in the identified cohort as and when the need arises.
- To develop and run enhancement activities for individual / small groups to support areas of need identified in their “progression plan”.
- To work closely with Blackpool Aspire Academy Careers Lead and career advice partners to ensure access to careers information, advice and guidance.
- To arrange and attend frequent review meetings for each member of the cohort to identify and address any issues that may have arisen.
- To engage with parents and carers through home visits and events to support the learners.
- To assist the learners in enhancing their career opportunities by identifying and entering appropriate opportunities for enrichment, volunteering etc.
- To develop 1:1 mentoring arrangements with pupils, providing support as appropriate and to provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
- Maintain confidentiality and adhere to safeguarding procedures

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually

### **Accountability**

- Accountable for supporting the Deputy Headteacher in ensuring that the standards achieved through the GATSBY Benchmark are maintained and improved upon