



P16 Support - JOB DESCRIPTION		
NAME	DEPT / FACULTY	P16
<b>ACCOUNTABLE TO</b>	Raising Standards Leader KS5	
<b>JOB PURPOSE</b>	To support the KS5 RSL with the smooth running of the Sixth Form.	
<b>Key Area</b>	<b>Key Stage 5</b>	
<b>Responsibilities</b> <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> <li>Responsible for the day to day supervision, organisation and operation of the P16 Study Room.</li> <li>Maintain the P16 areas as quiet, tidy, clean and well-resourced providing a positive learning environment for students.</li> <li>Maintain an attendance system for the P16 and make phone calls home for daily absences.</li> <li>Work and mentor students to provide advice and guidance on their next steps eg UCAS/Scholarship/Apprenticeship applications.</li> <li>Support the marketing and recruitment of P16 students</li> <li>UCAS Advisor – Setting up UCAS and registering relevant staff members, checking personal statements, entering predicted grades and general support with UCAS.</li> <li>Covering P16 teacher absence in the Study Centre if feasible to.</li> <li>Point of contact for staff, parents and outside agencies.</li> <li>Dealing with behaviour and pastoral issues</li> <li>Timetabling: Dealing with students timetable clashes via the office and exam team.</li> <li>Organising students for open days and parents evenings</li> <li>Bursary Admin; Collating and checking information/evidence for the finance office, setting up and monitoring behaviour and attendance.</li> <li>Supporting the organisation of key events such as 6<sup>th</sup> Form Prom, fundraising activities, leavers assemblies.</li> <li>Uphold the KS5 vision: Challenge, Prepare, Succeed</li> <li>Be a school first Aider and support with risk assessments for students returning to school with an injury.</li> </ul>	
<b>Areas of Accountability</b>	<ul style="list-style-type: none"> <li>Smooth running of the 6<sup>th</sup> Form areas as a quiet working environment</li> </ul>	
<b>Professional development</b>	<ul style="list-style-type: none"> <li>Attend relevant training to update skills relevant to post</li> <li>Attend mandatory whole school training</li> </ul>	
<b>Discipline, health and safety</b>	<ul style="list-style-type: none"> <li>To work within school policies and procedures to maintain good behaviour and discipline amongst students, ensuring their health and safety both within the classroom, school premises and where they are engaged in authorised school activities elsewhere.</li> <li>To work in accordance with the guidelines set out in the school Health and safety policy.</li> </ul>	
<b>Examinations</b>	<ul style="list-style-type: none"> <li>Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations</li> </ul>	
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>To be involved in the active process of safeguarding children in accordance with KCSIE</li> <li>Promote the school's values and ethos in accordance with the School's Professional Code.</li> </ul>	

[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)

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Headteacher: Mrs Alex O'Donnell  
Company Registration Number: 6455757



	<ul style="list-style-type: none"> <li>• Work actively to develop professional expertise by participating in ongoing professional development.</li> <li>• Contribute to the professional development of colleagues.</li> </ul>		
<b>Review of the job description</b>	This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head Teacher		Date	

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The Kernnal Academies Trust is a charitable company limited by guarantee registered in England and Wales under company number 7348231. Its registered address is, The Atkins Centre, Kernnal Technology College, Sevenoaks Way, Sidcup, Kent DA14 5AA. Cleeve Park School is a business name used by The Kernnal Academies Trust.