

Job Description

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| Post Title: | Sixth Form Pastoral and Academic Manager |
| Salary: | WSCC Grade 7 Point 14 Plus Crawley Weighting. Full time equivalent £29,540. Actual Salary: Approx. £10,490. |
| Hours: | Part-Time – 2 days / 15 hours a week (0.2FTE – working days to be discussed), term-time only. <i>Please note that as this is a settled job-share arrangement, there is currently no capacity for these hours to be increased.</i> |
| Contract Type: | Permanent |
| Ref: | SCHG71a |

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

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| Reporting to: | ASSISTANT HEADTEACHER KEY STAGE 5 |
| Purpose: | <p>To support sixth form students in all aspects of their journey through Key Stage 5 so that they are able to flourish academically, personally and socially.</p> <p>The Sixth Form Pastoral & Academic Manager will work closely with students to provide targeted support with academic progress, independent study, organisation, attendance, behaviour, wellbeing and pastoral development. The postholder will help remove barriers to learning, promote high standards and positive habits, and ensure students are well supported to achieve success in the sixth form and beyond.</p> <p>This role is central to ensuring that students are known, valued, challenged and supported, and that they are enabled to become resilient, aspirational and successful young adults.</p> |
| Key Responsibilities: | <p>1. Academic Support</p> <ul style="list-style-type: none"> • Provide day-to-day mentoring and guidance to sixth form students to support their academic progress and achievement. • Work with students who require additional support with organisation, time management, study habits, independent learning and coursework completion. • Support students in developing effective revision techniques, academic routines and strategies for successful post-16 study. • Monitor student progress and identify students who may be underachieving or at risk of falling behind. • Work collaboratively with teaching staff and the sixth form team to implement appropriate interventions and support plans. |

- Support students during supervised study, catch-up sessions, intervention sessions and examination preparation where required.
- Encourage high aspirations and support students in maintaining ambition for their future pathways, including university, apprenticeships and employment.

2. Pastoral Support and Student Wellbeing

- Build positive, professional relationships with sixth form students so that they feel known, supported and able to seek help when needed.
- Provide pastoral support to students experiencing difficulties which may impact on their learning, attendance, behaviour or wellbeing.
- Help students to develop resilience, confidence, self-regulation and personal responsibility.
- Support students through key transition points, including entry into sixth form and preparation for life beyond school.
- Work closely with tutors, pastoral staff and safeguarding colleagues to ensure students receive timely and appropriate support.
- Contribute to the creation of a caring, inclusive and aspirational sixth form culture in which all students can flourish.

3. Behaviour, Attendance and Conduct

- Promote and uphold high standards of conduct, behaviour, punctuality, attendance and readiness to learn across the sixth form.
- Support students whose behaviour, attitudes to learning or attendance are causing concern.
- Work proactively with individuals and small groups to address barriers and improve engagement.
- Monitor attendance, punctuality and patterns of concern, following up with students and families where appropriate.
- Support the sixth form team in implementing behaviour and attendance strategies, restorative conversations and student improvement plans.
- Encourage students to understand the expectations and responsibilities of being a sixth form student and role model within the school community.

4. Student Mentoring and Intervention

- Act as a key adult for identified students, offering regular mentoring and structured support.
- Maintain accurate records of mentoring conversations, concerns, actions and outcomes.
- Support students with personal targets and action planning, reviewing progress regularly.
- Identify emerging issues early and escalate concerns appropriately where additional intervention is required.
- Work flexibly to support students who may be vulnerable, disadvantaged, anxious, disengaged or facing personal challenges.

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| | <p>5. Communication and Partnership</p> <ul style="list-style-type: none"> • Develop effective and positive relationships with parents/carers in order to support students successfully. • Communicate appropriately with staff, families and external professionals regarding student support needs. • Attend relevant meetings relating to student progress, attendance, wellbeing and support. • Work collaboratively with colleagues across the school to ensure a joined-up approach to student support and success. <p>6. Safeguarding and Inclusion</p> <ul style="list-style-type: none"> • Promote the safeguarding and welfare of all students at all times. • Be vigilant to signs that a student may be at risk, and report concerns in line with school safeguarding procedures. • Support an inclusive environment where all students feel safe, respected and able to participate fully in sixth form life. • Contribute to a culture of dignity, belonging and high expectations for every student. <p>7. Wider Contribution to Sixth Form Life</p> <ul style="list-style-type: none"> • Support the wider life of the sixth form, including events, enrichment opportunities, induction activities and student leadership initiatives where appropriate. • Encourage students to engage positively in the broader opportunities available to them as part of sixth form. • Contribute to the development of a sixth form culture that is ambitious, supportive and rooted in strong relationships. |
| Generic Duties: | <ul style="list-style-type: none"> • Uphold and actively support the vision, values and ethos of the school. • Work in accordance with all school policies and procedures, including safeguarding, behaviour, attendance, health and safety, confidentiality and data protection. • Participate in relevant training and professional development. • Undertake any other duties commensurate with the grade and nature of the post as reasonably directed by the Assistant Headteacher Key Stage 5 or other senior leaders. |

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.