

Sixth Form Progression Facilitator

Grade/Incentive Point:                      Scale 5

Responsible to:                                 Deputy Director of Sixth Form

Responsible for:                                -

Hours:                                               35 hours per week (8.30am – 4.00pm, 30 minutes for lunch), term-time only

Salary:                                               Approximately £27,116 to £28,705 (£31,524 to £32,931 FTE) dependent on experience

**JOB DESCRIPTION**

*It is intended that the job description be reviewed annually, as appropriate.*

**Purpose of the job**

To work within the sixth form team, mostly with individual students, with much of the work being in the nature of a key worker.

To support student emotional and physical welfare as an underpinning for academic progress.

Every member of staff at JRCS has a vital part to play in the success of the School. The Staff Handbook clearly explains our policies and procedures but the list below outlines in a summary form the main duties and responsibilities of this role

**Main activities**

* Key working students assigned by the Director of Sixth Form and the sixth form team following assessment results, subject concerns, wellbeing concerns or pastoral concerns
* Keep records and feedback on progress to the Deputy Directors/Director of Sixth Form, sixth form team and subject staff
* 1:1 support and mentoring
* Building contacts and referring students to other staff or agencies (CP, housing, health services, social service)
* Completing study plus registers and supervising study plus periods
* Supporting students who are leaving mid-year or end of year 12 with appropriate guidance
* Follow up of students leaving mid-year and the end of year 12 to monitor destinations and effectiveness of guidance
* Supporting deputy director with exam consideration students to ensure smooth running of examinations for these individuals
* Supporting the start of exams, particularly following up absent students
* Working with ARP and SDD on the transition of ARP students into sixth form
* Keeping SF5 SF6 and SFSC in good order and maintaining an academic atmosphere there and in the sixth form as a whole
* Promote the inclusion and welfare of all students
* Counselling students to the level of staff competency and referring on as appropriate
* Mediation
* Writing documents to support students with health or welfare needs in their transition to work or university
* Contribute to SMSC and Enrichment activities as appropriate

Other

* Work for 2 days in the Summer holidays- one to be GCSE results day
* Establish constructive relationships with parents and carers where appropriate
* Keep records and follow school systems
* Attend relevant meetings
* Supporting with duties in the common room at student breaks and lunch-time
* We anticipate that the role will adapt to fit the skills of the person appointed and the needs of the sixth form team
* Any other reasonable activities as directed by the Director of Sixth Form or Headteacher

Post-holders are not expected to perform maintenance tasks beyond their own capabilities without training and should be aware of Health and Safety considerations at all times.

**Review arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

**Conditions of Employment:**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract)
* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body
* To uphold the school’s policy in respect of child protection and safeguarding matters
* Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
* The post holder may be required to perform any other reasonable tasks after consultation
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
* This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.

**PERSON SPECIFICATION**

**Experience and qualifications:**

* Have numeracy, literacy and IT skills: able to use data to identify students’ achievement gaps; able to support students with their work; able to communicate effectively, able to keep records; able to use Word, Outlook and Excel (required)
* Be able to use school data systems such as Bromcom (desirable)
* Be able to provide effective guidance and support to students with a range of needs (required)
* Enjoy working with young people (required)
* Have experience of working with Key Stage 5 students (desirable)
* Have an understanding of sixth form pathways and transition to employment and higher education (desirable)
* Have a professional, positive presence; be able to establish positive working relationships with students, staff, parents/carers and outside agencies (required)
* Be motivated and organised so that tasks are completed to a high standard and on time; prioritising work, acting with initiative, managing conflicting demands (required)
* Have flexibility and resilience to adapt to new challenges within a school environment (required)
* Have a high level of personal integrity and probity (required)
* Be aware of and able to comply with child protection procedures and other school systems (required)
* Be willing to participate in training where required; a commitment to self-development (required)
* This post requires an enhanced DBS check

**Professional ‘know how’**

* Demonstrates a sound understanding of the knowledge required to carry out the duties described in the job description E

**Personal qualities**

* Hardworking E
* Good sense of humour E
* Good self-management skills, including the ability to plan one’s own and others’ time effectively E
* Able to work as part of a team E
* Enjoys working in new and challenging situations E
* A high level of personal integrity and probity E
* Good interpersonal and communication skills E
* Proactive and able to work independently E

E - Essential

D - Desirable

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* motivation to work with children and young people;
* ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* emotional resilience in working with challenging behaviours; and
* attitudes to use of authority and maintaining discipline

If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

The Selection Panel will be looking for evidence in your application form of your strengths and abilities in relation to the criteria set out in this person specification.