**Sixth Form Student Support Officer**

**Required for September 2024**

**To work 32.5 hours per week, term time plus 2 weeks**

**Band 4: £26,421 to £28,770 (scp 12 to 17) pro rata**

***(£20,897 actual salary for working 32.5 hours per week, 40 weeks)***

We are looking to appoint a Sixth Form Student Support Officer to supervise and support independent study for our post 16 students in the Sixth Form building, to ensure the best possible outcomes for students.

In this role you will inspire, challenge and motivate students. Duties will include providing intervention support to identified students, either one to one, or in small groups; supervise study in the centre; provide admin support with the UCAS process and lead personal development for KS5 students.

The successful candidate will have:

* experience of working with young people aged 11 to 18
* Experience of working with students one to one and in small groups
* an NVQ level 3 TA qualification or similar

Candidates must be available to work Monday to Friday, 9.00 am to 4.00 pm (hours include a 30 mins unpaid lunch break)

**To Apply:**

The job description and application form are available on the school’s website: <http://www.bthcc.org.uk/job-vacancies/>

Completed application forms should be returned via e-mail to: [recruitment@bthcc.org](mailto:recruitment@bthcc.org)

All applications should be made using the CES application form. CV’s will not be accepted.

**Closing date for applications: 9.00 am on Tuesday, 3rd September 2024**

*Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) on line/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.*