***JOB DESCRIPTION***

**POST:** **Sixth Form Study Manager**

**ACCOUNTABLE TO:** **Head of Sixth Form**

**JOB PURPOSE:**

* Supervision of sixth form students in their study periods
* Academic and pastoral monitoring and support
* Setting high expectations in the study rooms and sixth form areas
* Sixth form administration
* Attendance management of Sixth form students
* To manage the Sixth Form recruitment and enrolment process, including planning and attending the Sixth Form Open Evening
* Supporting with the planning and organisation of Sixth Form trips and events

**Professional Responsibilities**

* To support students in their individual learning, in small groups or as a whole group
* To ensure supervision of Sixth Form students during non-contact time, setting high standards and expectations
* Ensure and promote the Sixth Form Study areas are an environment of quiet private study, as appropriate
* Maintain registers for students attending supervised study sessions
* To provide a high standard of administrative support to the sixth form
* To manage and oversee the Sixth Form recruitment and enrolment process
* To support with the arrangements for Sixth Form Open Evening
* Use school-based administration systems e.g. Arbor, Applicaa, Entry Sign and FocalPoint
* Carry out routine office tasks such as data entry, filing, shredding, distributing post etc.
* Cover duties for absent colleagues
* Liaise with the Head of Sixth Form/form tutors and other staff to discuss students’ needs or issues
* Assist in applications to UCAS (University admissions service) and other careers related activities
* Assist in the development of materials, systems and activities to ensure that students make the best use of their supervised study sessions
* Administer the bursary payment process by checking student attendance and authorising payments in line with the school policy
* Provide reports, as required
* Liaise with subject teachers to maximise learning opportunities for students in study periods
* Work collaboratively with all members of the pastoral and inclusion team to help support students
* Liaise with teaching staff, parents/carers, outside agencies, administration staff, and others, as and when required
* To support the Sixth Form team and students at school in the summer holidays on the following days – the day before A-Level results day, A-Level results day, the day before GCSE results day GCSE results day
* To support the team with inputting orders on the internal FocalPoint system

**Supporting the Academy/Additional Requirements**

* Provide consistent and effective support for colleagues in line with the responsibilities of this role
* To work within the framework of the school ethos, adhering to the Code of Conduct at all times
* To maintain high standards of professional behaviour and presentation
* To undertake any other duties commensurate with this grade which may be required
* Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Recognise own strengths and expertise and use these to advise and support others

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

**Performance Management**

* To participate fully in the academy’s Performance Development process
* Attend relevant INSET training

**Knowledge, Skills & Experience**

* Keep up to date with developments relating to your area
* Develop and maximise use of ICT and internal systems
* Review and maintain your own professional practice through agreed development activities
* Ensure statutory requirements are met
* Ensure a secure knowledge and understanding of all academy policies and procedures

**Academy Policy**

* Contribute to development of, and adherence to, academy policies
* Support the academy vision and ethos

**Personnel**

* Communicate effectively to all members of the team
* Work collaboratively with other staff

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Kettering Buccleuch Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously at Kettering Buccleuch Academy. All staff are expected to support this ethos.

May 2024

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Post holder)