**SOUTHFIELDS ACADEMY**

**JOB DESCRIPTION**

**Job Title: Sixth Form Support Officer**

**Reporting to: Designated 6th Form leaders**

**Main Purpose of the Post:**

To provide comprehensive support to the sixth form team

**Duties:**

* To provide daily supervision for the Sixth Form study rooms, ensuring students are working in a productive and silent environment and using their study time effectively.
* To ensure all students use the Sixth Form study rooms and IT equipment in an appropriate, responsible manner and report maintenance issues.
* To challenge students who do not follow instructions regarding work ethic and behaviour. Log and monitor disruptive behaviour on the school information management system *(Bromcom*).
* Ensure all display material is up to date and enhances the appearance of the Sixth Form study rooms.
* To ensure a register of students is taken on Bromcom.
* Provide feedback on students to the Sixth form team as and when required.
* Assisting in supervision of pupil assessments, mocks or external exams where required.
* To oversee the sixth form entrance at the start of the day and during break times - ensuring students are following correct protocols.
* To help mentor selected students, as directed by the 6th Form Heads of Year.
* To support behavioural strategies across the year groups for effective learning to take place.
* Follow up on attendance concerns as directed by 6th Form leaders.
* Ensuring (in conjunction with tutors and the sixth form team) that attendance records on Bromcom are accurate.​
* To carry out other ad hoc duties as directed by the 6th Form leaders.

Additional Duties:

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
* To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
* To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Head of the Year commensurate with the grade of the post.

Signed:

Postholder …………………………………………… Name ………………………………………….

Line Manager ………………………………………….. Name ………………………………………….

Date …………………………………………..

**PERSON SPECIFICATION:**

**Skills:**

1. Excellent communication and interpersonal skills, including:
   * a sensitive, polite and patient manner
   * the role modelling of a professional and competent approach
   * an ability to digest information quickly and communicate it effectively to others
   * a good telephone manner
   * must maintain confidentiality at all times
2. A meticulous and organised approach, with attention to detail.
3. Good clerical skills.
4. Good computing skills.
5. Willingness to be flexible.
6. A commitment to safeguarding and promoting the welfare of children.

**Knowledge:**

1. Knowledge of and ability to implement the Academy’s Equal Opportunities Policy.
2. L2 qualifications in English and mathematics