

## Student Support Advisor

**Salary Grade:** UKAT Band C  
**Hours:** 37 hours per week / Term Time only  
**Responsible to:** Assistant Principal  
**Responsible for:** n/a

### Purpose and Vision

To be based primarily at the designated hub school, working closely with the sixth form administrator, welfare officer, KS5 careers advisor and the assistant principals to deliver a comprehensive support system for UKAT students: monitoring and supervision of the student study area, Identifying and providing focused support for targeted groups of students, Undertaking relevant administration duties to track, log and document information, providing initial contact with parent/carers regarding absence and/or other concerns and contributing to maintaining high standards within the Sixth Form by conducting checks such as dress code and monitoring conduct.

### Key responsibilities

- Be part of the Sixth Form Support team, who are the first line of communication for parents, staff and students concerning pastoral issues.
- Contributing to student progress and attainment through timely support, guidance and intervention during independent study time
- Supervise a purposeful study environment and culture for learning in the Sixth Form and ensure all students use the study areas and resources in an appropriate, responsible manner
- Maintain registers of students during supervised study periods.
- Challenge students who do not follow instructions regarding work ethic and conduct and liaise with Student Welfare Officer.
- Support Sixth Formers in developing effective study skills, independent skills and research skills
- Support the Sixth Form and Careers teams in promoting and displaying enrichment and HE/FE progression activities and study skills activities for Post 16 and to maintain suitable books, journals and other HE/FE and Progression resources in the Sixth Form study areas.
- Ensure all promotional display material is up to date and enhances the appearance of the study areas in order to provide an attractive environment conducive to purposeful study
- Evaluate the use of the 6th Form study areas and discuss possible improvements with other relevant staff
- Share in the recording and processing of 6th form attendance data e.g. monitoring and investigating first day unexplained absence, identifying trends and patterns and producing of weekly, monthly and other timely reports as required
- Monitoring punctuality including those on punctuality report and organising Supervised Study session for persistent lateness
- Collating information from teachers for students on contracts or causing concern;
- Provide pastoral support and guidance.
- Supporting the day-to-day welfare of Sixth Form students and making referrals where appropriate.
- Monitoring out-going collegiate students – attendance, predicted grades.
- Assist in ensuring the accurate maintenance of data held in the MIS, and other data held in support of school management/admin
- Support the Sixth Form Administrator, Assistant Principal and Vice Principal for as required with other administrative tasks that ensure accurate record keeping and smooth running of the sixth form

- contribute to the wider sixth form's performance through participation in activities including student interviews, promotional events, attendance at results days

### **Organisational Citizenship**

- To participate in the whole staff performance management process.
- Displace civic virtue and act as a role model for all stakeholders.
- To always adhere to professional and staff codes of conduct.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- To ensure complete commitment and compliance with safeguarding policies and procedures and promote the welfare of children and young people.

Student Support Advisor – Person specification

Attribute	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> <li>• Good general education including 5+ A*-C / Grade 9 -4 grades at GCSE including English language or HLTA status or Key Skills</li> <li>• Commitment to undertaking relevant training</li> <li>• A commitment to continuous learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling certificate or qualification • Social Skills qualification / certification e.g Anger Management, Mediation, Mindfulness etc.etc</li> <li>• Qualified Teacher Status.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of contributing to planning and development of a successful initiative that came to fruition.</li> <li>• Evidence of working with young people to positively resolve pastoral issues</li> <li>• Evidence of contributing to a strong sense of student wellbeing</li> <li>• Evidence of excellent student behaviour management</li> <li>• Evidence of a commitment to the proactive promotion of the equalities and diversity agenda.</li> <li>• Evidence of positively working and communicating with Parents , carers, outside agency and LA staff</li> <li>• Evidence of success against Performance Management targets in previous role.</li> <li>• Evidence of proven ability to work positively and purposefully with staff.</li> <li>• Experience of being a well organised and efficient.</li> <li>• Excellent ICT skills and ability to use a range of software packages to support learning</li> <li>• Demonstrable evidence of using a range of data to monitor impact of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school in challenging circumstances</li> <li>• Evidence of delivering training within school</li> </ul>
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to be assertive and take decisions</li> <li>• Ability to hold ground and not cave under pressure</li> <li>• Ability to step aside if proven wrong and apologise.</li> <li>• Sensitive</li> <li>• Ability to maintain Confidentiality</li> <li>• Flexible, Kind, caring and positive person</li> <li>• Ability to take the initiative</li> <li>• Ability to empathise</li> <li>• Conflict resolution skills</li> <li>• High emotional intelligence</li> <li>• Ability to inspire confidence, engender trust and gain consensus with colleagues and wider community.</li> <li>• Excellent written and presentational skills.</li> <li>• Excellent interpersonal skills and sensitivity to cross cultural and diversity issues.</li> <li>• Collaborative approach to decision making.</li> <li>• Ability to reflect and analyse and action both independently and collaboratively.</li> <li>• Ability to work co – operatively with others persuading, negotiating, and influencing in a variety of circumstances.</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to think and work creatively and flexibly whilst working with close attention to detail and under pressure to meet deadlines.</li><li>• High expectation of oneself and others</li><li>• Personal integrity, commitment to fairness and equity.</li><li>• Ability to take, implement and follow through unpopular decisions.</li></ul>	
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