

The Stourport High School & VIth Form College

Job Description



Salary: NJC Scale 2 - 3

Post holder:

Reporting to: SLT Line Attached

The Sixth Form Support Assistant will work with the Head of Year 12 & Head of Year 13 and pastoral team to ensure effective support procedures are in place that improves the student experience within our VIth Form. The postholder will need to work effectively with VIth Form students, families, pastoral support teams and other agencies, supporting in guiding interventions and evaluation of their impact. There will also be an involvement in supporting administration systems for careers and pastoral leads.

The school is committed to safeguarding and promoting the welfare of children and young people and as such, expects all staff and volunteers to share this commitment.

KEY RESPONSIBILITIES

- To embody the values, vision and ethos of Stourport High School & VI Form College and Severn Academies Educational Trust and assist the Principal and SLT in delivering policy which will ensure high quality and successful outcomes for Stourport High School & VI Form College.
- To provide efficient support that enables effective monitoring and underpins strategies for raising student attendance and systems for pastoral and academic monitoring.
- To engage with parents and carers, developing positive relationships that support improvements in whole school improvement priorities.
- To support the transition from KS4 to VIth form.
- To keep VIth form records up to date including attendance registers, student records etc.
- To take responsibility for your ongoing personal development and growth of expertise.
- To be aware of statutory requirements in relation to the role.

SPECIFIC DUTIES

- To provide support that underpins the implementation of operational/strategic plans relating to VIth Form.
- To be responsible for the recording of VIth form attendance data and reasons for students' absence using the school management information system (MIS), ensuring records are accurate, up to date and comply with statutory duties.
- To be the first point of contact for all attendance issues and to handle all telephone calls relating to VIth form student absences, including management of the school's alert system for making parents aware of the non-notified absence and missing marks.
- To carry out designated checks identifying vulnerable students.
- To aid collaborative working with other agencies to ensure the efficient and targeted use of resources in supporting school and community activities
- To support identified groups and provide regular reports for schools and parents
- To organise meetings with students and parents as required.
- To manage the information flow by establishing and refining processes and procedures
- To support the preparation for new student admissions, ensuring a fully coordinated process is operated and that staff and students are fully prepared for admission start dates. Liaise with other relevant staff to support the procedures and documentation.
- Contribute to the Higher Education entry process by supporting students with the UCAS application process.
- As directed by the Sixth Form Heads of Year, arrange and plan the Enrichment programme, including arranging external speakers and other activities throughout the year.



- Data input, including maintenance of student records, in Arbor, as required.
- Contribute to the promotion of sixth form through its social media channels as required.
- To undertake additional training, including google level 1 educator, as required for all staff.
- To be aware of the sensitives around handling student data and carry out duties in accordance with the General Data Protection regulations.
- To work as part of the wider team of general administrative support in school as required, specifically VIth Form.
- To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time to time.

General Accountabilities:

- So far as reasonably practicable, the post-holder must promote safe working practices by employees in school premises/work areas to maintain a safe working environment for employees and service users. These are defined in SAET Health and Safety policy.
- Work in compliance with the Codes of Conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- Ensure that output and quality of work are of a high standard and comply with current legislation / professional standards.

Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practice of our Trust.

Equalities

We have a strong commitment to achieving equality of opportunity in our academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

GDPR

Our GDPR privacy notices can be viewed on our website: <https://www.saet.co.uk/gdpr-3/>

The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment. These duties are given as a guideline only and are not exhaustive. Other tasks and activities commensurate with the scale of the post may be required under the direction of the Line Manager or Principal.

1. The Trust reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
2. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equality Policy.