

Job Description

PASTORAL SUPPORT CO-ORDINATOR (SIXTH FORM – Years 12 & 13)

Purpose:	<ul style="list-style-type: none"> • To be a member of the Pastoral Team. • To support identified students to help them overcome barriers to learning both within and outside the school • To assist transition from Year 11 to Sixth Form • To help maximise Sixth Form achievement and progress • To assist with the wider provision for the Sixth Form • To promote positive behaviour from Sixth Form students
Responsible to:	Assistant Headteacher: Head of Sixth Form
Specialist skills and experience:	<p>It is essential to be IT proficient in Microsoft Office. It is desirable to have knowledge of SIMS database or similar software.</p> <p>The ability to plan and set own workload priorities within defined timescales plus the ability to work without close supervision.</p> <p>Good written communication skills with the ability to produce high quality documentation.</p> <p>Good level of interpersonal skills to enable liaison with staff and external organisation.</p> <p>Experience of working in a school is not essential but desirable.</p>
Liaising with:	External Agencies, Heads of Department/Subject, Subject Teachers, Attendance Administrator, Academic Administrator, Examinations Officer Office Staff, Site Staff.
Salary/Grade:	Band 3 Point 17 – 21, 37 hours per week , 42 weeks per year. 8 a.m. – 4 p.m. Monday to Friday
Main (Core) Duties: Learning Support	<ul style="list-style-type: none"> • To be the initial point of contact for parents of students in Years 12 & 13 • To develop supportive relationships with students, including, as appropriate, weekly one-to-one discussions for either support or advice and offering appropriate assistance in overcoming barriers to learning and social and emotional development. • To interview students in order to investigate problems that may arise and offer guidance over problems/stress/work etc. • To identify those students who need guidance and support and implement systems to ensure that those students make progress. • To make student referrals regarding student progress to the Head of Sixth Form. • To maintain regular contact with the families/carers of their students as appropriate and encourage positive family involvement in the learning process (supporting students and their parents through any transition process, including school or college selection, and other relevant procedures.) • To record individualised Action Plans (Individual Learning Plans) for students who have been identified as requiring targeted support, taking into account any other plans already developed for students, and ensuring that Action Plans are implemented in consultation with members of staff in the school. • To monitor and record students' progress, keeping detailed records of progress towards the identified goals and specific outcomes and assisting in the effective and speedy transfer of student information between phases and, where appropriate, between schools and colleges. • To assist the Head of Sixth Form by offering support and guidance to students in Years 12 & 13 who have emotional difficulties. • To liaise with SENCo regarding special needs support and examinations arrangements. • To be involved in the cases of all students who are placed on a Pastoral Support Programme and to organise, attend and record review meetings. • To support students on results days in August and in the following period
Main (Core) Duties Administration	<ul style="list-style-type: none"> • To be involved in activities to assist with the transition process including the Year 11 into 12 induction programme, Open Evenings and Course Selection Meetings • To support the Assistant Headteacher - Head of Sixth Form in all aspects of application to Higher Education, loans and grants, talks by outside advisors, individual advice to students, completion of application forms, preparation of students for Oxbridge entrance etc. • Draft and type correspondence, reports and other documents as required • To support the Assistant Headteacher - Head of Sixth Form in the organisation of the Sixth Form Open Evening and Senior Awards. • To gather information about students in Years 12 & 13 who are causes for concern. • To implement monitoring systems. • To monitor attendance in Years 12 & 13 through liaison with the Attendance Administrator and inform Head of Sixth Form and Form Tutors of concerns. • To assist in the organisation of Year 12 & 13 assemblies. • To attend the Year 12 & 13 Parents' Consultation Evenings. (after school 4-6-30pm) • To be responsible for seeing that all contact with parents in Years 12 & 13 is recorded in the students' files (except absence notes). • To keep Year 12 & 13 Form Tutors informed and prepared for the annual programme of reports, major school events and occasions. • To monitor the effectiveness of lunchtime and after school extra- curricular provision.

	<ul style="list-style-type: none"> • Arranging speakers/interviewers for the wider educational programme • To be available in Hylands Sixth form Centre whenever possible at lunchtime, break time, before and after school. • To ensure that each student in Years 12 & 13 has a Student Planner and to assist with the production of the Sixth Form Planner • To record rewards and sanctions for Years 12 & 13 in the SIMs Conduct Log. • To assist with the supervision of the Sixth Form Common Rooms, IT Room, Study Rooms and Careers Room. • To give support to Sixth Form staff on A Level and GCSE results days and subsequent follow up. • To liaise with Year 13 students over the leaving assembly, Yearbook and Prom. • To coordinate and arrange Sixth Form Prefect duties. • To manage the awarding of Pupil Bursary support • To promote the ethos of the school, e.g. with regard to standards of behaviour, dress code, punctuality and attendance. • To attend Sixth Form pastoral meetings when appropriate. (after school until 4-45pm) • To monitor the destination of Sixth Form leavers. • To upload completed UCAS applications to the UCAS portal • To support the Assistant Headteacher - Head of Sixth Form in the organisation of the Sixth Form Open Evening and Senior Awards. • To prepare the Sixth Form Prospectus (Course Outlines) • To attend the Sixth Form Open Evening (after school 7-9pm)
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Personal Qualities	The successful application will above all have a confident, calm, good communicator, positive and 'hands on' attitude towards his/her work, together with a generous sense of humour. Ability to work as part of a team and on their own initiative.
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Additional duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To respect confidentiality at all times. • To continue personal development as agreed. • To actively engage in the staff review and development process. • To be a First Aider • Some evening work may be required for Parents' Evenings, Open Evenings, Prize Giving, etc. • To undertake any other duty as specified by the school not mentioned in the above. • You may be asked to work in any of the schools within the Multi Academy Trust • You may be asked to work up to three Saturdays
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will need to be able to register with the Independent Safeguarding Authority.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

Date:

Pastoral Support Assistant

APT&C Scale

Part-time: 37 hours per week, term time plus INSET plus 10 days during school holidays in addition to payment for 5 days to cover a variety of evening events throughout the year (42 weeks)
You may be asked to work up to 3 Saturdays per year.

Person Specification

Experience: Experience of Word and Data Processing Software is essential.
Experience of working with young people is desirable.

Qualifications: Good literacy and numeracy skills.

Knowledge and

Skills: Excellent keyboard and Word Processing / Data Processing skills. Precise and with attention to detail.

An ability to recognise confidential issues and maintain this confidentiality.

Excellent organisational and multi-tasking skills.

An ability to communicate effectively with parents, students and staff.

An ability to develop effective working relationships and to work as part of a team is essential.

Aptitudes: To have a customer focused attitude.

To be able to work under pressure, subject to interruption and conflicting demands.

To demonstrate sensitivity and tact and maintain confidence on information and issues.

To be able to work independently and using own initiative, as well as to take instruction and work as part of a team.

To be willing to attend training and development activities.