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**Barnwell School - Job Description & Person Specification**

**Job Title: 6th Form Manager – 37 hours a week Monday to Friday – 39 weeks per year to include training days**

**Reporting to: Post 16 Lead**

**Grade: H6**

**Job Purpose:**

This role exists to provide support and wellbeing to all students within 6th Form, in order to improve teaching and learning. There will be a focus on punctuality, attendance, behaviour, engagement and progress and to provide an efficient support to the Post 16 Lead

**Management responsibilities:**

* Provide day to day pastoral support to 6th form students, including liaison with parents and outside agencies to support students learning and wellbeing
* Following up on parental and student concerns to support learning
* Following up concerns by subject and pastoral staff
* Tracking and reporting on the progress of students and organising data on students targets and achievement
* Liaise with students in respect to UCAS applications, including coordinating UCAS applications, moderating references, and problem solving to ensure success of applications
* Ensure all student personal data including guest students is up to date and correct on SIMS and liaising with the Data Manager to ensure accurate completion of the school census.
* Follow up any attendance issues collaboratively with the attendance team
* Marketing the 6th Form via parents’ evening etc and working with Year 11 students
* Support 6th form consortium arrangements with other Stevenage 6th form provisions
* Support the organisation of educational activities in the 6th form
* Managing and administering 6th Form trip and fund-raising events
* Supervise the 6th from work areas, and common room
* Carry out other duties commensurate with the grade of this post.

This is not an exhaustive list of tasks.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, wellbeing and care of students. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Headteacher from time to time*

**Person Specification**

**Experience - Essential**

IT Literate including Microsoft Office – Word, Outlook, Excel, one drive etc

Sprong proven administration skills

Experience of working in an educational environment

Experience of working with young people and their families in a professional capacity

Experience of identifying needs, setting targets and evaluating effectiveness

**Skills and Attributes - Essential**

Ability to establish good working relationships and effective teamwork

Excellent communication skills verbal and written

Innovatory approaches and positive outlook to change

Ability to generate ideas and drive initiatives

Willingness to work outside normal hours if necessary

**Personal Qualities – Essential**

High expectations of students and colleagues

Highly motivated and able to motivate

Enthusiastic and committed

Open-mindedness

A forward-thinking approach

Excellent interpersonal skills

Ability to be reflective and self-critical

Display calmness under pressure

I Willingness to take on other roles and responsibilities within the department

I Reliable and punctual

Commitment to the school’s ethos, aims and its whole community