**Key Stage 5 Assistant**

**GRADE: BP4**

**RESPONSIBLE TO:** KS5 lead

**PATTERN:** Full time

**CONTRACT:** Permanent

**Key Purpose**

To support the KS5 Lead for sixth form in supporting the pastoral care of all the students, monitoring and evaluating student progress, via tutors and teaching staff, to promote pupil achievement and make a measurable contribution to the Sixth Form and whole school performance indicators.

This is a key role in the development of our Sixth Form at Chiltern Hills Academy

The Key Stage 5 Assistant will be line managed and will report to the KS5 Leader and work closely with them.

**Area of Responsibility**

* To facilitate a culture which ensures students understand and are actively implementing the key aspects of the schools’ values, beliefs and agreed policies, including the school’s behaviour, safeguarding and inclusion policies.
* To work closely with the Inclusion team to ensure maximisation of opportunities and achievement of vulnerable students.
* Promoting behaviour for learning and identifying any barriers to each student’s learning to target support from school resources, Inclusion team, School/Home Support Service, Learning Mentors and external agencies.
* To be involved in supporting the KS5 lead to ensure that all students adhere to the Sixth Form dress code
* Ensures the accurate reporting of absences from lessons.
* Support with students' attendance as directed by the attendance policy and in collaboration with the Attendance officer
* Communicate with parents as appropriate including sending relevant information such as attendance reports
* Liaise effectively with parents/carers about all key aspects of Sixth Form life to build effective home school links
* Assist Sixth Form to facilitate support for students organising the Sixth Form Prom, Sixth Form celebration events, charity events, House events
* Coordinate and collate the collection of a variety of data including Sixth Form application data and Years 11 and 12 questionnaires
* To supervise (in the form of a presence) the Sixth Form area and maintain high standards of behaviour within the Sixth Form area
* To act as a nominated deputy safeguarding lead for the Sixth form
* Undertake full first aid training and act as a school first aider

**Administration**

* To maintain records on progress and attendance
* Supporting the KS5 lead in raising standards meetings and administration tasks
* Ensure all progress data sheets are completed in a timely fashion and to support with presentations at SLT
* Coordinate student bursary, including analysis of student attendance, liaising with main School attendance staff, issuing notices of non-payment and assisting the Sixth Form Management Team and teachers to monitor student attendance (liaising with the School Coordinator).
* Prepare and maintain records of Sixth Form students, including their subjects,
* Ensure accurate data for termly School Census returns
* Assist staff and students with the preparation of UCAS electronic application forms.
* Facilitates the Options process for the Sixth Form, including working with external students
* Coordinate events including related administration and marketing e.g. Sixth Form Open Evening, Taster Days, external speakers and trips.
* Maintain a database of student subjects (involving creating a database from the time of the Year 11 interview and altering as they become Year 12)
* Collate information for the preparation of Sixth Form publications, i.e. the Sixth Form Prospectus

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.