

**Job Title:** Pastoral Support Coordinator (Sixth Form)

**Salary:** H5

**School:** The Hemel Hempstead School

### **Aim and main purpose of the job**

- To support the vision and strategic direction of the school by providing outstanding pastoral care for students in our Sixth Form.
- To support the safeguarding of our students.
- To support the Heads of Year 12 and 13 with administration to reduce barriers to learning and ensure students get the best outcomes.

### **Principal Areas of Responsibility.**

1. To provide effective administrative and operational support for the Sixth Form leadership team.
2. To assist the Sixth Form leadership team and safeguarding leads with effective safeguarding monitoring, support and intervention.
3. To support the mental health & well-being of students in our Sixth Form.
4. To support the Sixth Form leadership team in improving student attendance.

### **Key Tasks**

#### **To provide effective administrative and operational support for the Sixth Form leadership team.**

- Manage the day-to-day enquiries from students, parents and staff.
- Ensure that student information is up to date on SIMS and other electronic filing systems.
- Support with supervision of the Sixth Form Study Room to ensure that effective independent study habits are maintained.
- Manage Bursary funding for eligible KS5 students to ensure that it is used effectively to support academic progress and personal development.
- Assist in the organisation of whole school KS5 events. This is likely to include Sixth Form Induction days, Parent Consultation Evenings, the Year 11 Options process, Oxbridge & Higher Education Evening, Post 16 Advice Evening, KS5 assemblies and the Year 13 Leavers Day.

#### **To assist the Sixth Form leadership team and safeguarding leads with effective safeguarding monitoring, support and intervention.**

- Identify students who need support and implement appropriate intervention strategies.
- Work with others to ensure that a culture of safeguarding is embedded in our Sixth Form.
- Keep up to date records of any safeguarding concerns on CPOMS and through regular communication with school Safeguarding leads.

#### **To support the mental health & well-being of students in our Sixth Form.**

- Identify students who need support and implement appropriate intervention strategies.
- Work closely with individual students in timetabled mentoring sessions.
- Offer guidance and support for all students in our Sixth Form.

#### **To support the Sixth Form leadership team in improving student attendance.**

- Monitor and record daily student absence. This may include the completion of registers when required, recording absence notifications from parents, informing parents of unexpected absences and ensuring that our attendance protocols are followed.
- Regular monitoring and recording of attendance data.
- Support the Sixth Form leadership team with targeted intervention to ensure that attendance does not become a barrier to learning for students in our Sixth Form.
- Occasionally, deputise for an absent member of staff in the role of a Form Tutor.