****JOB DESCRIPTION

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| **JOB TITLE** | **Sixth Form Student Support Assistant**  |
| **GRADE BAND** | **WHF NJC K** |
| **RESPONSIBLE TO** | **Head of Sixth Form/Sixth Form Student Advisor** |
| **DEPARTMENT** | **Admin** |
| **DATE JD/PS SIGNED OFF** |  |

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| **SIGNED** |  |
| **PRINTED** |  |
| **DATED** |  |

**SAFEGUARDING COMMITMENT**

**The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.**

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| **JOB PURPOSE** |
| To work together with the Sixth Form team to ensure all students have support, welfare and guidance.To ensure the smooth running of the R6 study centre and associated environmentTo provide support to students to access their learning and develop their independent study skills |

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| **MAIN TASKS, DUTIES & RESPONSIBILITIES** |
| **Facilitate student recruitment and induction:*** Liaising with TWHF Marketing to update the Sixth Form pages on the school website
* Update the course information in the Sixth Form prospectus, liaising with all relevant staff.
* Help to organise and take part in Sixth Form recruitment events in school, e.g. Open evening
* Assist with the Induction process of new Y12 students. This will involve liaising with mentors and Team Leaders
* Process all applications informing the Sixth Form team of any issues with course choices
* Create and update student curriculum records at the start of the year and mid-term
* Act as first port of call for students, and parents when Head of Year/Head of R6 not available
* Contact applicants by phone, email and letter from the point of application through to induction

**Provide Information, Advice and Guidance (IAG)*** Open Days, courses, apprenticeships, Gap Year and internal information, including updating the plasma screen Updating the plasma screen and the noticeboards that are R6 related in liaison with R6 leadership team
* Support students with accessing work set on VLE and any IS/Directed learning or cover work

**Provide care and support for students*** Communicate with students daily and assist with enquiries including contact home where appropriate
* Supervise independent study lessons.

**Provide support to the Sixth form team*** Collate, write and publish a weekly 6th Form bulletin
* Collect and co-ordinate cover work when staff are absent from Sixth form lessons
* Support the Sixth form team with general administration and systems management e.g. updating courses on SIMS, maintain the school admin side of Unifrog,
* Assist with the administration of UCAS applications including setting up UCAS logins
* Develop and maintain an effective filing system for student pastoral files
* Assist with booking and admin for trips and the Y13 Leavers Ball
* Assist with organisation of Year 13 Achievement Evening and other events
* Collate and record Y12 leavers and Y13 destinations information, working closely with mentors, the Sixth Form team and using UCAS track

**Monitoring attendance** * Register all Independent study lessons and follow up non-attendees
* Monitor overall attendance keeping a track of planned absence and recording daily absence calls
* Provide mentors with attendance reports.
* Provide HoY with weekly year group attendance reports and any specific support required for students following this as directed by the HoY.

**Oversee the R6 Study Environment*** Supervise the booking and return of resources in R6 Study Centre (in laptops)
* Maintaining a positive learning environment in R6 Study areas
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# Other duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



PERSON SPECIFICATION

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| **Method of Assessment**This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed | **Essential or Desirable** | **Application Form** | **Interview Stage** |
| **Qualifications, Education and Training** |  |  |  |
| Minimum of grade A\*-C (or equivalent) in English and Maths  | E | X |  |
| Sound working knowledge of Microsoft Office applications and excellent IT skills | E | X |  |
| Enthusiasm for continued self-learning and development | E |  | X |
| **Experience and Knowledge** |  |  |  |
| General clerical/administrative work | E | X |  |
| Sound working knowledge of Microsoft Office applications | E | X | X |
| Previous experience of working with young adults/ children in an education setting | E | X |  |
| Good interpersonal skills with both adults and children | E |  | X |
| Understanding and respecting the learning styles and preferences of students and using this knowledge to write supported study programmes and when working with students on their own and in groups | E | X | X |
| **Skills and Abilities** |  |  |  |
| Have a meticulous eye for detail | E | X | X |
| An ability to work independently and be pro-active in all that you do | E |  | X |
| The ability to prioritise own workload | E | X | X |
| IT literate | E | X | X |
| Excellent communicator | E |  | X |
| **Values and Behaviours** |  |  |  |
| Excellent communication skills | E | X | X |
| Friendly, cheerful and helpful manner | E |  | X |
| A flexible work ethic | E |  | X |
| Understands and maintains confidentiality at all times | E | X | X |
| **Contacts and Relationships** |  |  |  |
| Staff and students within the school, including student placements |  |  |  |
| Parents/Guardians  |  |  |  |
| Colleagues |  |  |  |
| Contractors  |  |  |  |
| Visitors |  |  |  |
| **Physical, Mental and Emotional Demands** |  |  |  |
| Dealing with students and parents/guardians who may sometimes make emotional demands | D | X | X |