

St Mary's Church of England High School
Post 16 Student Manager

Pay Grade: H5/H6

Job Description

Accountable to: Sixth Form Pastoral Lead
Director of Sixth Form
SLT Line Manager
Head Teacher

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

Purpose

- Promote the safeguarding and wellbeing of all students (there is an opportunity to act as a DSP for the school if this is appropriate)
- To promote inclusion and safeguard the welfare of all children and young people at St Mary's and work with the SLT i/c Safeguarding to actively respond to safeguarding concerns involving post 16 students.
- Model a positive learning culture that promotes Christian values, excellence, equality and inclusion, high aspirations and expectations for all students to raise attainment and optimise personal development
- To monitor and support improved achievement of all students but in particular those who are subject to PPG Funding/bursary or disadvantaged to ensure the welfare and progress of all students so that any achievement gaps are closed
- To monitor and support excellent attendance by all students and implement intervention where attendance is below target
- Organise and contribute to a range of support, enrichment and intervention programmes for KS5
- Supervise and actively mentor students to facilitate, promote and support good study habits
- Liaise regularly with and provide a first point of contact for parents/carers, to provide information and support home school learning and parent/carer engagement
- Provide support for the Director, Year Lead and Tutor Team in carrying out their school responsibilities

- Liaise and work collaboratively with the Director of Inclusion, Inclusion Team, Teaching & Learning Area Directors, subject and administration staff as required to fulfil duties
- To promote the Sixth Form and Leadership Centre with parents/carers and students across the school to raise the profile of the sixth form and increase applications and retention of students at SMHS.

Responsibilities

Supporting Student Progress- Working with the Director and Academic Tutors:

- To support and assist the Director of Sixth Form, Year Lead and Tutor team in promoting and monitoring high standards of attendance, personal conduct and welfare ensuring all Post 16 students have outstanding behaviour for learning and are excellent role models and ambassadors for SMHS
- Work with the CEIAG Lead regarding information, advice and guidance to promote aspirational progression pathways and careers for Post 16 students
- Work with the Director of Sixth Form to support and contribute to the process of UCAS, apprenticeship and employment applications and any other work to promote aspirational career progression
- To keep appropriate records and reports in accordance with direction from the Pastoral Year Lead, Director of Sixth Form and link SLT line managers
- To contribute to the induction programme for Post 16 students, Sixth Form Information evening and other key events and support the Academic Tutor Team in the organisation and management of consultation evenings and general information evenings.
- To carry out administrative tasks, including keeping a record of students' attendance and following up attendance issues
- To work with parents/carers to overcome issues of attendance, punctuality and academic progress and to promote parental/carer support for home learning
- To represent the school at reviews and meetings, relating to student welfare and support and other aspects of post 16 as appropriate and directed by senior colleagues
- To have an understanding and awareness of the UCAS process and Apprenticeships. To be able to support students apply to universities, secure apprenticeships or move into work
- To supervise student private study and promote the culture of learning within the Sixth form
- To plan, co-ordinate and lead age appropriate interventions for Sixth form students to promote good mental health, life skills, positive learning and attendance
- To work with the Pastoral Year Lead, Director of Sixth Form and other staff to implement and uphold the high expectations and standards required of Post 16 students in line with school policies and to enable students to be excellent role models and ambassadors for the school
- To monitor and support students in the day to day management of their work and meeting deadlines for independent study, exam dates, revision programmes and preparation and coursework deadlines
- To monitor students during private study sessions, supporting them to organise their work, overcome difficulties with their work and to seek additional support from their teachers/tutors if necessary

Supporting the Pastoral Care and Wellbeing of Students- Working with the Year Lead and Tutor Team:

- To challenge, inspire and motivate students to promote and develop their self-esteem, confidence, independence and foster very high aspirations and 'limitless ambition'
- Monitor the welfare and progress of all students through use of school data and feedback from students and other stakeholders and work with the Sixth Form staff to provide appropriate support to maintain high attainment and standards
- Coordinate and communicate with parents/carers, staff and external partners in matters relating to student welfare and progress organising and attending meetings where necessary.
- Monitor student conduct and progress and use the reward systems and sanction procedures including the oversight of certificates and awards
- Ensure practices relating to record keeping and administration are secure and support each year group team and school administration
- To collate and provide information relating to the payment of 16 – 19 bursary

- To provide support for students through work with partners, businesses and external agencies to enrich interventions and opportunities to strengthen CVs, UCAS applications and personal portfolios
- To work with the Pastoral Year Lead to actively support the systems and processes for Student Voice and student leadership opportunities for Post 16 students
- To support the work of the School Council/Student Voice and encouraging/promoting student responsibility and leadership so that Post 16 students have a high and valued profile in school and the local community
- To manage, coordinate and contribute to programmes of community support and enrichment for students as required by the Pastoral Year Lead
- To contribute to duty rotas during the school day as required to support students wellbeing

Safeguarding

- To work with the SLT i/c Safeguarding to maintain the highest level of care and support for Post 16 students identified at risk of safeguarding issues and who have been identified as having safeguarding concerns.
- To monitor students with safeguarding concerns and respond proactively to ongoing support/intervention as required
- To liaise with the SLT i/c Safeguarding and other colleagues/external agencies, contributing to updates and reports as required
- Undertake statutory training and CPA as required to remain up to date with developments in safeguarding and schools responses to safeguarding.

Curriculum

- Track and monitor the access of Bursary and DAP students and those at risk of underachievement to all aspects of curriculum provision (including enrichment) and refer for support and/or funding to reduce the risk of underachievement
- Work with the Pastoral Year Lead to track the engagement of students in enrichment programmes. Implement support for those who would benefit from engagement or whose underachievement could be reduced through engagement
- Liaise with appropriate agencies regarding provision and support for students who have long term medical issues, who are carers or who have other significant issues that may impact on learning outcomes and place them at risk of underachievement

The particular responsibilities may be amended at any time in order to respond to the changing demands and needs of the school.

As there is a high degree of contact with children an enhanced disclosure will be sought for this post through the Criminal Records Bureau as part of pre-employment checks.

December 2019