

## **SIXTH FORM PASTORAL SUPPORT ASSISTANT**

**Full Time**

**Scale 6/7**

The post will be pitched at Scale 6 and will offer full year payment with Term Time only working there is a requirement to work 2 to 3 days in the Summer holidays.

The annual commitment of a 35 hour week (7 hrs per day) with usual holiday entitlements will be spread across the 195 days of the school year.

1540 hours ( 7 x 220 working days if on Ealing's full terms and conditions )

### **Proposed break down of hours is**

8.30 – 5.30 = 8 hours per day Monday to Thursday = 32 hours,  
Friday 8.30 – 4.30 = 7 hours. Total hours = 39 per week.

1 hour lunch to be taken at a time directed by Headteacher.

This leaves 30 min each week 'owing'. Over a year this amounts to 19.5 hours. This time will be used up in activities such as ( provisional allocations)

- Attendance at the year group's parents' evenings and evening events designed for your year group. Up to 9 hrs
- Assisting at the parents evenings of other year groups through supervising ambassadors and serving refreshments. Up to 3 hrs
- Accompanying trips and residentials linked to your year group
- Supporting holiday and weekend study events where relevant.

We will log the unallocated time if it is used but there is an expectation that there will be some give and take and the full allocation may not be used each year or might occasionally be exceeded due to residential journeys.

## **SIXTH FORM PASTORAL SUPPORT ASSISTANT**

### **Permanent Full Time**

**Scale 6- 7 £24,111 to £28,173 per annum inclusive**

### **Key Accountabilities**

- To support the Head of Sixth Form in:
  - developing a culture of success for all students in the sixth form.
  - ensuring that there is rapid, coherent intervention to support student engagement with school.
  - promoting the safeguarding and welfare of students in the sixth form.
  - ensuring that there are strong and dynamic links with families and the wider community to support learning.
- General administration including bursary applications and payments
- Controlling access to Sixth Form Centre

### **Tasks**

1. To monitor attendance and punctuality across the sixth form and take appropriate action to secure improvement and maintain high standards of attendance and punctuality.
2. To support students in self managing their behaviour within the school's behaviour policy and under the direction of Head of Sixth Form to implement a range of sanctions and interventions to assist students who are experiencing difficulties with this.
3. To work directly with students to assist them in managing their relationships with each other and with adults
4. In discussion with the Head of Sixth Form to decide when it is appropriate to refer on students whose behaviour, attendance or punctuality are causing concern, where intervention has yielded no improvement.
5. To support the Head of Sixth Form in the implementation of the 'on report' system.
6. To support the Head of Sixth Form with any data collection and processing.
7. Under the direction of the Head of Sixth Form to carry a small caseload of students to support them in engaging appropriately with school and education.
8. To support the recruitment and admissions process for the Sixth form including in year admissions where appropriate.
9. To support development of a range of extra curricular activities across the Sixth form which build a team ethos and enable students to develop a sense of community.
10. To keep records of community service and extra curricular activities in order to facilitate student references.
11. To maintain close links with parents and carers to ensure that they are well informed about their child's progress and have the information necessary to enable them to play a full role in supporting their son/ daughter.

12. To monitor completion of homework and coursework across the Sixth form, including liaising with subject staff to maintain an accurate register of coursework due and taking action with those students who are repeatedly failing to meet deadlines.
13. To maintain an up to date web page for the Sixth form with accurate details of news and up and coming events.
14. To manage the preparation of the Sixth Form's reports and profiles within the overall school system for this.
15. To share in the proof reading and checking of profiles for the Sixth form.
16. Under the direction of the Head of Sixth form to maintain a Sixth Form notice board which promotes active involvement in school life and celebrates achievement in the broadest sense.
17. To be responsible for the production of a termly year newsletter to parents and students.
18. To support the production of any Sixth form publications.
19. To attend parents meetings and other parental support events for the Sixth form and to support some of the parents events for other year teams.
20. To attend case conferences and other relevant meetings linked to students in the Sixth form as directed by the Head of Sixth Form.
21. Under the direction of the Head of Sixth Form to visit lessons to check on the progress and behaviour of students.
22. To attend relevant school based meetings.
23. To keep tabs on the status of teacher subject references, and to collate them for tutor UCAS references.
24. To perform administration of bursary payment and applications.
25. To control access to the Sixth Form building, dealing with visitors as appropriate and maintaining the security of the students.
26. To participate in training opportunities and professional development as required.

To undertake other duties commensurate with the role at the direction of the Head of Sixth Form and Headteacher.

## **Person Specification**

### **Qualifications and experience**

- Good level of education.
- Experience of working with young people in supervisory and supportive capacities.

### **Professional Knowledge and Understanding**

- Understanding of the link between attendance and learning and knowledge of strategies to support and encourage good attendance.
- Understanding of strategies for encouraging and developing positive behaviour for learning in young people.
- Knowledge of the legal framework within which school sanctions can be applied.

### **Skills and Attributes**

- Capacity to form positive motivational relationships with young people.
- Presents a friendly and accessible professional image of the school.
- Excellent organisational skills.
- Excellent oral and written communication skills.
- Adaptable to changing circumstances.
- Flexible approach.
- The capacity to act to diffuse situations rather than escalate them.
- Excellent emotional intelligence.
- Excellent ICT skills.

### **As part of the induction into role training will be provided in**

- School policies relevant to the role including behaviour policy, child protection and safeguarding policies
- Web page management and text additions to the website
- Duty room procedures and management techniques
- Data analysis
- Solutions focused brief therapy and other approaches to resolving problems and issues.