



Astrea Academy Trust

LEARN, THRIVE, SUCCEED

Role Profile

Sixth Form Pastoral
Support Officer

St Ivo Academy

ROLE SPECIFICATION

Academy / Department	St Ivo Academy
Post title	Sixth Form Pastoral Support Officer
Responsible to	Assistant Principal
Full time Salary	SCP 12 to 16, £28,598 to £30,518
Pro-Rata Actual Salary	£24,528 to £26,175
Working Pattern	8.00am to 4.00pm Monday to Thursday 8.00am to 3.30pm Friday
Pension	LGPS
Working Hours	37 hours per week, 39 weeks a year
Line Management Responsibility	No

ROLE SUMMARY

As a Pastoral Support Officer, you'll play a vital role in shaping a positive student experience. You'll work closely with the Assistant Principal Sixth Form and Deputy Head of Sixth Form to support sixth form students in their studies. Your work will directly impact student wellbeing and help uphold the school's high standards.

KEY ACCOUNTABILITIES

- ★* Carry out supervisory duties of students throughout the academy day; including before and after academy start and end times and during sixth form study support and supervised study sessions.
- ★* Lead on the administration of processes including UCAS, sixth form recruitment and induction.
- ★* Assist in the implementation and enforcement of academy pastoral policies and procedures.
- ★* Liaise with the Deputy and Designated Safeguarding Leads to support students across the academy.
- ★* Respond to enquiries from parents/carers and signpost to the appropriate colleagues.
- ★* Contact parents/carers to inform them of the pastoral needs (or situation) of the students e.g. absence or study support referral.
- ★* Facilitate effective contact between the academy and parents/carers by logging calls and actions on Bromcom/CPOMS and updating pastoral leaders as appropriate.
- ★* Source information and provide reports as requested e.g. Unifrog and mock exam analysis.
- ★* Monitor the attendance of students. Ensure all registers are completed and actions taken in line with the Attendance Policy.
- ★* Support the pastoral provision and sixth form leadership team with record keeping and administration support.
- ★* Manage and update student records as required.
- ★* Liaise with external agencies as necessary, providing information as required and approved.
- ★* Collaborate with universities and external organisations to support UCAS applications and career pathways, working in partnership with the School

Careers Lead.

- ★* Organise, distribute and collate completed work to Curriculum Leaders and teachers.
- ★* Attend and actively participate in team and academy meetings and attend and support events such as Parents Evenings, Open Evenings and Curriculum activities.
- ★* To support the team with administering First Aid for students
- ★* Prioritise and manage your own time effectively to balance all the demands made in this role.
- ★* All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Trust Values.
- ★* Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment.
- ★* All employees are required to comply with all Astrea Academy Trust, Statutory and School policies, and their updates, as required by legislation or changed from time to time by the Trust to reflect changing circumstance, and act in accordance with them as necessary.
- ★* All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role.
- ★* This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
A good standard of education.	•	
First Aid at Work certificate, or willingness to undergo training.	•	
Experience		
Experience of working in a school setting		•
Experience of working with young people	•	
Experienced in administrative tasks, such as record-keeping, report writing, and using school systems		•
Ability to liaise with parents, carers, and external agencies to support student wellbeing		•
Knowledge		
Commitment to support the ethos and aims of the Academy	•	
Good knowledge of safeguarding policies and procedures	•	

Familiarity with school behaviour policies and exclusion processes.		•
Professional Skills		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
High expectation of self and others	•	
Patience and empathy when dealing with complex situations.	•	
Personal Qualities		
Confident, enthusiastic and motivated with a passion for education and student well-being	•	
Commitment to self-development and continual improvement	•	
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.

★ This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org