

Job Description

Post Title:	Sixth Form Co-ordinator
Location:	George Spencer Academy
Salary/Pay Range:	NJC06 – NJC10
Hours of work:	30 hours per week term time + 2 weeks
Reporting to:	Director of Sixth Form

Purpose of Role

- To assist the Director of Sixth Form, Directors of Learning and Learning Managers in securing excellent standards of achievement, attendance, punctuality and adherence to the dress code.
- Maintaining the George Spencer ethos, a positive “can do” culture whereby students engage and enjoy learning, experience success, respect their environment and have mutual respect for all members of the school community.
- Positive dissemination of school policy and proactive pursuit of school aims and values.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

Specific responsibilities include:

Main Duties

- Provide efficient, effective and pro-active organisational and administrative support for the Directors of Learning, e.g. records, files, diary and effective communication, parents’ evenings
- Administration of student records, assessment (reviews and SCANS) incident reports, statistics, meetings and procedures.
- Co-ordination of items for newsletter and publicity.
- Promoting independence in learning by operating a sign-in and out system.
- Participate in liaison arrangements with other phases of the student’s education including Year 11 to Sixth Form transition and Post 18 education, employment or training through documentation e.g. references.
- Assisting with the organisation of the Sixth Form Prom.
- Assisting with the organisation of activities, trips or residentials as appropriate to cohort e.g. University experience days, HE+, information evenings for parents, Pre-Prom events.

- Supporting recruitment to Sixth Form including open evenings, recruitment events, transition days and associated literature.
- Distributing relevant documentation (agenda, minutes etc) before/after meetings.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	*	
GCSE Maths and English grade C or equivalent	*	
Full clean driving license		*
Previous experience of working in a school/academic environment		*
Knowledge and skills		
Ability to work calmly under pressure	*	
Ability to communicate clearly orally and in writing	*	
Ability to work collaboratively with others	*	
Ability to work within school based systems and specified timelines	*	
Excellent organisational and administrative skills	*	
Accuracy and attention to detail	*	
Ability to use Microsoft Office applications (minimum Word, Excel Powerpoint)	*	
Ability to relate to young people in a firm but fair manner	*	
Personal qualities		
Excellent interpersonal skills with the ability to maintain strict confidentiality	*	
Energy and enthusiasm, friendly and positive attitude	*	
A diplomatic and patient approach	*	
Initiative and ability to prioritise own work and that of others to meet deadlines	*	
Efficient and meticulous in organisation	*	
Able to follow direction and work in collaboration with the leadership team	*	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	*	
A commitment to on-going personal development and willingness to undertake appropriate training	*	
Good record of attendance and punctuality	*	
Commitment to the highest standards of child protection and safeguarding	*	
Recognition of the importance of personal responsibility for health and safety	*	
Not barred from working with children	*	
Commitment to the Trust's ethos, aims and whole community.	*	