



**Support Service Team**

**Pastoral Team**

**Job Title:**

**Student Support Leader P16**

**Grade:**

Grade 6 (Term time only +1)

**Post Objective:**

To support the sixth form team in establishing high standards of behaviour, attendance, work ethic and progress within the sixth form and contribute fully to their own personal development as well as that of the school.

Provide care guidance and support through supporting the ethos of working with our students through strong **routines**, Positive **relationships**, **restorative** practices and **recognition** of students' achievements (4R's)

Promote Walton High Brooklands Post 16 as a place to **Belong**, a place to **Learn**, a place to **Achieve**

**Accountable to:**

Head of Sixth Form (& Progress Leader)

**Key Tasks-supporting P16 students**

- Coordinate the day to day (operational) running of the year group with Progress Leader alongside longer-term strategic planning of provision.
- Attend P16 tutor team meetings to ensure excellent communication and clarity of the role and support across the school.
- Supporting the P16 team (Head of Sixth Form, Yr12 and 13 Progress Leaders) and other areas of the school (Safeguarding / SENCO) to provide excellent care, guidance and support for P16 students.
- Provide continuous support and supervision of the sixth form study spaces ensuring students use their time purposefully and create a positive learning environment for independent study, ensuring all students are actively engaged in their studies during designated study periods
- To establish productive working relationships with students, through academic and pastoral one to one support.
- Encourage students to interact and work co-operatively with others and engage all students in activities that support learning.

**Pastoral support**

To have responsibility for all students in a P16 year groups in areas relating to:

- Student records, including accurate records in Arbor
- Responsibility for safeguarding and promoting the welfare of children, including reporting concerns on CPOMS and discussing concerns with the Designated Safeguarding Lead
- Ensure effective communication in relation to student welfare matters with parents, teaching staff, outside agencies, school nurse, SEND, and other support staff as appropriate.
- Liaise with tutors, teachers, Progress Leader, SEND team and external agencies regarding the needs of students within your Year group.
- Attend all meetings as required, including multi-agency meetings, student-related meetings (pastoral and safeguarding related) and contribute where necessary.
- Complete investigations and make appropriate recommendations for action, including contacting parents with the outcome, readmittance meetings.
- Fulfill, as part of daily and weekly duties such as supervising P16 entrance.

<b>Attendance and Punctuality</b>	<ul style="list-style-type: none"> <li>• Monitor attendance of Year group during the year through weekly monitoring, identifying attendance trends and students who have attendance below 94%</li> <li>• Intervene with students with poor attendance, especially those recognized as persistent absence (below 90%)</li> <li>• Undertake welfare checks and Home Visits for students whose attendance is of concern, particularly those not attending school – as directed by safeguarding team, Assistant Principal.</li> </ul>
<b>Other/Academic</b>	<ul style="list-style-type: none"> <li>• Provide information to the Principal/Governors on any aspect of the Student Support Leader role as may be required.</li> <li>• Attend all Year group assemblies, lead student entrance/exit and contribute to assemblies where applicable.</li> <li>• Support and work alongside the SEND department to ensure students receive the correct support.</li> <li>• Support and coordinate the running of P16 information evening</li> <li>• Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively</li> </ul>
<b>Supporting Sixth Form Personnel</b>	<ul style="list-style-type: none"> <li>• Be aware of the schools' procedures regarding policies and practice, in particular sixth form uniform and attendance. Challenge those students who do not follow policy.</li> <li>• To engage with parents/carers in supporting students with attendance, punctuality, academic and pastoral issues.</li> <li>• To support the Progress Leader in providing one to one intervention support for students who are off track and ensuring academic progress.</li> <li>• Act as a point of contact for students seeking advice about study techniques, stress management or future planning.</li> <li>• To take the lead on ensuring high quality resources available for students to use during independent study.</li> <li>• To monitor equipment within the Sixth Form spaces and report any issues to I.T.</li> <li>• Supporting Sixth Form tutors with the pastoral support of their tutees.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy.</li> <li>• Some working flexibility will be required to meet the demands of this post.</li> <li>• To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust.</li> <li>• To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way always in communications with both colleagues and all stakeholders.</li> <li>• To contribute to whole School and Trust events as and when required.</li> <li>• To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school.</li> </ul>

*This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and*



*any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.*

**The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.**

**PERSON SPECIFICATION**

<b>ATTRIBUTE</b>	<b>Essential (E) or Desirable (D)</b>	<b>Assessment</b>
<b>Qualifications</b>		
GCSE Maths & English A*-C (or equivalent)	D	A
<b>Knowledge and experience</b>		
Experience of working in an administrative function	E	A/I
Experience of working with students within an education setting	D	A
Previous experience of working within a school environment	D	A/I
<b>Skills</b>		
Ability to work at pace with attention to detail	E	A/I
Excellent IT skills, including Microsoft office, Teams, etc		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to work independently and to use initiative	E	A/I
Ability to build professional relationships with students based on respect.	E	A/I



Highly organised with good organisational skills.	E	I
<b>Personal attributes</b>		
Demonstrate and adhere to 5 Dimensions core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application  
I = Interview  
T = Task/Activity

I confirm that I have received a copy of the above job description for this role.

..... Date .....

Signature