

School:	Thorpe St Andrew School and Sixth Form
Job Title:	Sixth Form BEST Assistant (Support Co-ordinator)
Recommended Grade:	Scale E
Hours of Work:	37 Hours Per Week, Monday to Friday - Term Time Plus One Week
Responsible To:	Director of Sixth Form (day-to-day)
Link to:	Deputy Principal - Inclusion (SENCO) for SEND / EHCP Guidance

PURPOSE AND VISION

The postholder will support vulnerable and SEND students in Sixth Form, delivering targeted academic, pastoral, SEMH, and engagement support. This role will work closely with the Director of Sixth Form and the Deputy Principal SENCO for advice and guidance on SEND, EHCPs, and statutory processes.

The postholder will also support behaviour, attendance, and engagement initiatives, co-ordinate bursary support for vulnerable students, and contribute to school-wide Sixth Form pastoral strategies, ensuring students can access their curriculum and achieve their potential.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Sixth Form Student Support

- Deliver 1:1 and small group interventions for academic, SEMH, and wellbeing needs.
- Monitor progress, behaviour, attendance, and engagement for identified students.
- Act as a mentor for vulnerable students, providing guidance and support for learning and personal development.
- Support students to access their curriculum and overcome barriers to achievement.

SEND / Vulnerable Student Administration

- Maintain accurate records of SEND Support plans, EHCPs, Health Plans, and other relevant documentation.
- Liaise with Deputy Principal SENCO regarding SEND compliance, statutory guidance, and interventions.
- Participate in EHCP and LAC reviews, providing input and follow-up actions as appropriate.
- Support parents and carers in understanding and implementing student plans.

Pastoral and Behaviour Support

- Assist in monitoring and improving **behaviour, attendance, and punctuality** of Sixth Form students.
- Deliver interventions for attendance or behaviour as required, including after-school catch-up sessions.
- Support Director of Sixth Form with school behaviour and wellbeing policies.
- Liaise with staff and parents to ensure students meet expectations and access support.

Bursary and Welfare Co-ordination

- Co-ordinate the **16–19 Bursary Fund**, prioritising support for vulnerable students.
- Support access to resources, enrichment, and opportunities for Pupil Premium and bursary-eligible students.
- Maintain accurate records and provide reports on bursary allocation and impact.

Academic Mentoring and Futures Guidance

- Support students with academic issues, study skills, and progress monitoring.
- Provide guidance for post-18 progression, higher education, apprenticeships, or employment.
- Contribute to student transitions into Sixth Form and preparation for post-16 pathways.

Key Features

- Supports SEND, vulnerable, and LAC students in Sixth Form.
- Delivers targeted interventions, mentoring, and pastoral support.
- Linked to Deputy Principal SENCO for statutory guidance.
- Co-ordinates 16–19 Bursary Fund.
- Provides ongoing behaviour, attendance, and well-being support.

GENERAL DUTIES AND RESPONSIBILITIES

Staff Training Days

- 2/3 days to be taken as full days with Teaching Staff and 2/3 days to be disaggregated to (1) support school events (2) independent work or (3) CDP throughout the year as twilights as directed by Line Manager.
- Cover general enquiries during holidays when in school.
- First Responder - all Associate Staff will be required to undertake First Aid training (one day) to support.
- Respect confidential issues linked to home/students/teachers school work and to keep confidence as appropriate.
- Keep up to date with the Trust's procedures for safeguarding and child protection, reporting and concerns to a Designated Safeguarding Lead.
- Complete a minibus driving assessment to transport students as required (must hold full driving licence).
- Undertake any other duties which are within the scope of the post, as determined by the Principal, to meet the needs of the school.

APPRAISAL

- All employees will participate in the Trust's arrangements for appraisal, professional development and any other arrangements for quality assurance and internal verification.

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The Trust is committed to promoting a diverse and inclusive community and a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and services to support staff from different backgrounds.

February 2026

This job description slots the current Sixth Form RAC/BEST Assistant into a clear, distinct role in the new structure without needing them to be an Inclusion Co-ordinator.