



David Ross Education Trust
Broadening Horizons

JOB DESCRIPTION

Job Title:

Sixth Form Coordinator

Location:

CHARNWOOD COLLEGE

Job Purpose:

To work closely with the Senior Leadership Team, teaching staff, students, parents and external partners, a key role in creating a positive, ambitious and inclusive Sixth Form experience. You will help to ensure high standards of attendance, behaviour, engagement and academic progress, while supporting students to make informed decisions about their next steps. The role will include responsibility for coordinating the day-to-day operation of the Sixth Form, monitoring student attendance and progress, supporting students with pastoral and academic matters, and contributing to enrichment, careers, university and post-18 progression opportunities.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Assistant Principal/Head of Sixth Form

KEY RESPONSIBILITIES

MAIN DUTIES

This Job Description is not a comprehensive definition of the post. Regular discussions will take place to clarify individual responsibilities within the general framework and character of the post, as identified below.

- ★ Alongside other pastoral staff, support the wellbeing of all students in the Sixth Form
- ★ Support the Head of Sixth Form and Heads of Year in communicating with students, parents, and agencies, as required
- ★ Be a first point of contact with students, parents, external agencies and universities
- ★ Receive visitors, speakers and prospective students, organising and delivering tours, where necessary
- ★ Ensure relevant data for the census is shared with the relevant staff
- ★ Produce and analyse data and reports, as required
- ★ Using MIS software, track and evaluate attendance and punctuality data, liaising with tutors and parents to improve these, through the attendance monitoring process, identifying patterns to inform appropriate action
- ★ Monitor, intervene, praise and sanction student conduct within the Sixth Form communal areas
- ★ Support the process of student applications and admissions, and ensure a fully coordinated process is operated, ensuring that staff and students are fully prepared for admission start dates. Liaise with support staff and other schools to support the process and documentation
- ★ Assist with the coordination of the Year 11-Sixth Form interview and induction process, including supporting the Sixth Form Options Evening and induction, where required
- ★ Promote and oversee the 16-19 Bursary process, assisting with application processes, where required
- ★ Contribute to the Higher Education application process by setting up, managing and coordinating the UCAS Reference tracker. Assist with training students in the application process and ensure applications are completed to a high standard and in a timely manner
- ★ Maintain accurate and up to date records of students, producing reports and statistics as required, e.g. leavers, retention, destinations
- ★ Contribute to the design and implementation of the wider careers education, information and guidance programme, as well as the Personal, Social, Health and Economic (PSHE) education programme
- ★ Alongside the Heads of Year, support the organisation of the Work Experience programme, communicating with employers and tracking and monitoring student placements
- ★ Routine administration as required, to support the Head of Sixth Form
- ★ Liaise with the Examinations Officer with regard to the organisation of examinations and dissemination of examination entry information
- ★ Contribute to the Sixth Form areas on the school website and improve the Sixth Form social media presence
- ★ Assist with the organisation of events, trips and visits for the Sixth Form, such as the Year 13 Prom, UCAS exhibitions, etc
- ★ Be available to support on both A Level and GCSE Results Days in August each year
- ★ Be first aid trained
- ★ Any other reasonable request as directed by the Head of Sixth Form and/or Heads of Year
- ★ Be DSL trained and support the Safeguarding Officer with any Sixth Form related safeguarding concerns

OTHER

- ★ Operate at all times within the stated policies and practices of the school.
- ★ To undertake any other duties commensurate with this role as required, in particular supporting all levels of leadership with administration work.
- ★ To safeguard the integrity of all Trust data by ensuring the accurate input and audit, as required, of information being inputted to DRET systems.
- ★ To work alongside the broader Administration Team to ensure operational cover is maintained.
- ★ Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- ★ Contribute to the ethos of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- ★ To make an active contribution to the policies, aspirations and plans of your Department and the Academy.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

	Essential	Desirable
Qualifications and Professional Development		
Educated to GCSE level/NVQ level 2, or equivalent, including English and Mathematics	✓	
To be a skilled user of Microsoft office, with the ability to produce, create and edit documents using Word, Excel, Powerpoint and Outlook	✓	
Knowledge, Skills and Experience		
★ Able to maintain the strictest confidentiality and integrity at all times.	✓	
★ Sensitivity when collaborating work with colleagues at all levels.	✓	
★ Highly organised and efficient and able to work to tight deadlines, often under pressure.	✓	
★ Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders.	✓	
★ Able work under your own initiative and deal with demands of large and diverse Parent/Carer population.	✓	
★ Ability to work as part of a diverse team.	✓	
★ Able to promote the safeguarding and welfare of children and young people within the Academy.	✓	
★ Willingness to ensure that equal opportunities are promoted and developed within the Academy.	✓	
★ Able to promote inclusion at all levels.	✓	
★ Able to organise and motivate staff at all levels.	✓	
★ Experience of working independently with little supervision.	✓	
Equal Opportunities		
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓	

Safeguarding		
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓	
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.