



JOB DESCRIPTION:
**SIXTH FORM STUDY
SUPPORT ADVISOR**



Post Title	Sixth Form Study Support Advisor
Grade	Scale 5 - £28,110 to £30,238 pro-rata
Reporting to	Director of Sixth Form
Hours	9am to 5pm (45 minutes lunch) Monday to Thursday and 4.45pm Fridays

PURPOSE OF JOB

- To support and guide students through Years 12 and 13 to ensure a high quality work focused environment to support the highest levels of achievement within the 6th Form.
- To assist in tackling underachievement within the 6th Form primarily, but also elsewhere within the school, by working in partnership with students, teaching and pastoral staff, families, parents and carers in the school context to enable students, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning, achievement and participation.
- To use strategies to:
 - o Improve learning and raise attainment, improve attendance, raise standards of behaviour and assist with the transition to University/College or career management.
 - o Ensure maximum success for students gaining entry to an appropriate University.

DUTIES

1. Student Progress at KS5

- (a) To oversee the 6th form Study Area, supervision of study conditions during lesson times and Common Room space during break/lunch time, between the hours of 9am to 5pm. Ensure atmosphere/ethos for study.
- (b) To work with the Lead Progress and Guidance Advisor and Director of Sixth Form to support in identification of underachieving students and provide mentoring to these students where required.
- (c) Oversee condition of room/litter/ICT/printer provision.
- (d) Organising 6th Form cover/supervision of absent staff classes, distribution of set work.
- (e) Maintain the register of compulsory study candidates referred in by staff.
- (f) Communicate with parents regarding concerns.

- (g) Run post school catch up/supervised study sessions for students behind with work or who want somewhere to study.
- (h) Assisting with organisation of Parents Consultation/Information Evenings.
- (i) Running KS5 late workshop – registering students beginning early and overseeing those required to stay from 3pm to 4pm and administering communication with students and families in respect of above.
- (j) Monitoring the attendance of individual students where this has been raised as a concern. Using school procedures to contact families and provide support where appropriate to improve attendance and punctuality.
- (k) To monitor and support the learning of identified groups, i.e. T&G, SEN and other identified micro-populations within the school.
- (l) To work with teachers and students to devise, implement and evaluate student action plans and individual programmes of study. To support the implementation of the plan with individuals or small groups of students, e.g. running support groups as necessary and appropriate.
- (m) To work alongside teachers and support staff to promote the effective use of behaviour management strategies.
- (n) To liaise with school Special Educational Needs Co-ordinator, Education Social Workers and other statutory and voluntary agencies to access all forms of support. Follow school procedures in maintaining regular contact with families/carers of students in need of support, keeping them informed of needs and progress, with the purpose of securing family support and involvement. This will include developing knowledge of Child Protection procedures.
- (o) To assist with specific 6th Form activities – assemblies, Enrichment Programme and week activities.
- (p) To support and attend internal and external examination starts.
- (q) To act as a form tutor when required.

2. Parental Engagement with the Child's Learning

- (a) To work with parents, supporting them and building their engagement with their child's learning.
- (b) To promote a good climate for parental communication so that they are able to understand how to carry out effective dialogue with teachers about children's progress.

3. Parenting Support and Information

- (a) To promote high quality parenting at home, including encouraging positive dialogue between parents and their children and promoting positive discipline within clear boundaries.
- (b) To communicate with families where appropriate to support parents in encouraging their children to:
 - Develop effective life skills such as planning and preparation for the school day
 - Engage productively within the curriculum
 - Respect the school's rules and ways of working
 - Develop good habits in providing opportunities to complete homework
 - Participate in extra-curricular activities
 - Maintain full and regular attendance

- (c) In partnership with parents, identify the need for and assist with support groups for parents of targeted students.
- (d) To work with parents and school staff to identify needs and set up targeted information sessions or workshops covering issues such as health, behaviour, sex, drugs or alcohol.

4. Where School Attendance or Behaviour is Impacting Upon Achievement

- (a) To identify with parents reasons for their children's non-attendance and work with them to resolve the situation at an early stage in order to achieve regular attendance.
- (b) To carry out home visits where appropriate to support parents in ensuring their children maintain full and regular attendance.
- (c) To liaise with and support the work of the School Attendance Officers and Education Social Workers (ESW) when the early support provided has not resulted in improved attendance.
- (d) To work with parents and students to avert potential exclusion, and where exclusion has occurred, to ensure that there is a proper strategy for tackling the issue that led to the exclusion and for re-integrating the student into school upon their return.
- (e) To provide advice and guidance to parents on managing behaviour at home.

5. Reporting

- (a) To maintain accurate and up to date records of work undertaken.
- (b) To keep appropriate records of group work and family group conference activity.
- (c) To ensure all record keeping relating to students' and families remains confidential in line with school policy.
- (d) To conduct reviews of the effectiveness of the work being carried out, including monitoring and evaluation of outcomes in line with the local authority agreement.
- (e) To keep informed records of all action taken to improve the attendance of students.
- (f) To bring relevant information to the 6th Form Team when learning and behaviour are monitored and reviewed.

6. Other

- (a) To attend relevant training/CPD.
- (b) To carry out all duties and responsibilities with due regard to the organisation's existing policies, such as child protection, health and safety, equal opportunities and data protection.
- (c) To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Equal Opportunities

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the

School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

Health & Safety

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's Health & Safety Policy statements. S/he shall also have regard to his/her personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

Safeguarding of Children and Young People

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment.