



## KATHERINE WARINGTON SCHOOL

### JOB DESCRIPTION

#### Sixth Form Manager

#### **Grade H5 - H6 £27,983 - £32,790**

37 hours a week, Term time plus 2 weeks (including INSETS) Actual salary for 37 hours a week £23,934 - £26,586

Part time and job share will be considered for this position

#### **Job Purpose**

- To support the Sixth Form Leadership, with bespoke strategies appropriate for 16-19 students, to ensure that students are ready for their next steps in education, employment or further training.
- To monitor student achievement and behaviour, finding innovative ways of celebrating success via use of the school website and social media channels and dealing with inappropriate behaviour in accordance with the school's policies
- To supervise the sixth form study area to ensure a productive and focused study environment is maintained at all times.
- To undertake appropriate CPD training to support the development and progression of the role.
- To take an active and engaged role in the recruitment and induction of new students into the Sixth Form, including coordination of events and an oversight of the application platform Applica.
- To work with the whole school attendance team to ensure outstanding sixth form attendance matters are dealt with and to follow appropriate intervention procedures.
- To establish, develop, maintain, monitor and review administration systems, whether manual or computerised, (in line with GDPR legislation), ensuring that the Head of Sixth Form's correspondence, papers and other items are current, accessible and secure.
- To prepare and proof-read relevant correspondence and documents, ensuring that policies and procedures relating to the Sixth Form are reviewed and updated on a regular basis
- To assist in tackling underachievement within the 6th Form primarily 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 take an active and engaged role in the admissions process, overseeing the application process, communication with students and parents through Applicaa.
- To take on the lead role as the Extended Project Qualification (EPQ) coordinator, overseeing the role of mentors and organising the assessment process.

### **Key Responsibilities and Tasks**

- This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.
- To be responsible for managing the Sixth Form Study Area ensuring an appropriate working ethos is maintained.
- Oversee condition of Sixth Form rooms/litter/ICT/printer provision.
- To support the organisation of 6th Form cover/supervision for absent staff classes, distribution of set work.
- To monitor students who have been allocated Supervised Study Sessions and liaise with teaching staff to provide relevant work.
- To monitor Sixth Form students adherence to the Sixth Form Dress Code and challenge students who are not dressed appropriately.
- Liaise with the sixth form leadership, teachers and Sixth Form Tutors with regard to student concerns and ensure information is passed onto the correct staff.
- To liaise with Sixth Form students' parents when required.
- Arrange meetings/interviews for Head of Sixth Form when required.
- Attend Sixth Form Open Evening and Parents Evenings and results days.
- To support students in need of emotional support when necessary, maintaining a professional position and ensuring boundaries are adhered to.
- To manage sixth form timetables, administer enrollment into subjects at the beginning of each academic year as well as implement subject changes when students need to change course.
- Work with the data manager to ensure programmes of study and sixth form data required for the census is up to date.
- To act as a positive role model around the school, building trust and rapport with students, encouraging them to be able to approach for help / assistance whilst maintaining an authoritarian position.
- To use knowledge of available support services to help students access support when necessary.
- To liaise with external agencies regarding the welfare of students as required.
- To participate, when required, in various recreational and educational activities and to accompany students either to other areas of the site or off site for scheduled meetings or activities.
- To receive parents and visitors and participate in open days and evenings as required.
- To be aware of the Sixth Form website entry and be responsible for providing up-to-date, accurate information or updates to the website coordinator.
- To support the organisation of Sixth Form Information Evening, including the promotion of the event.
- To assist the Examinations Officer in the conducting of Public Examinations in the Summer Term, and to support Year 12/13 in the administration of examinations.
- To attend on the GCSE results day and Sixth Form enrolment day to confirm the sixth form subject choices of Year 11, meeting with parents to clarify these choices after the results day where necessary.

- To work with the head of sixth form to promote the Alumni network and maintain the communications with former students on various platforms.

### **Preparation for Higher Education**

- To help administer the UCAS procedure for applicants from Years 12/13 and the post A level cohort.
- In conjunction with the Sixth Form team support in the administration of UCAS applications.
- To give guidance to sixth form students on their personal statements.
- To arrange mock interviews for UCAS applicants.
- To provide references, on request, for past students.

### **General**

- Attend and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for your own health and safety as well as that of colleagues, students and the public.
- To undertake such other duties and responsibilities of an equivalent nature, as defined by line management from time-to-time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- To be available to assist with the annual school open day, lunchtime/break duties, school trips and any school emergencies.

## **PERSON SPECIFICATION**

### **Sixth Form Manager**

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- A team player, willing to work alongside others
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn and develop own skills
- Able to exercise sound judgement, especially relating to confidentiality and discretion

#### **Specific Skills**

- Excellent administrative and organisational skills
- Excellent written and oral skills
- Excellent Microsoft Office skills including Google for Education
- Willing and able to learn and operate new IT systems and databases as appropriate
- Able to prioritise and meet deadlines

#### **Other**

- Experience of sixth form management preferred (but not essential)
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Experience working in an educational environment
- Familiarity with safeguarding regulations.
- Familiarity and knowledge of the UCAS and apprenticeship application process preferred (but not essential).
- This post is subject to an enhanced Disclosure and Barring Service check