JOB DESCRIPTION

Job Title: Post 16 Student Support Officer/UCAS & Careers Advisor - term time

Working hours: 36.5 hours per week during term time.

Reporting to: Head of Sixth Form

Salary: APT&C Scale SO1 spinal points 23-25

- JOB PURPOSE

- To work with individuals and groups to establish effective study and learning programmes for post 16 education.

- To manage and supervise study in the Sixth Form Hive.

- To assist the Head of Sixth Form in the management of the UCAS process.

- To lead on Careers provision across the whole school and line manage the part-time Careers Advisor

- DUTIES AND RESPONSIBILITIES

- Management of the Sixth Form Hive to ensure that a purposeful and conducive working atmosphere is created.

- Develop good relationships with all students by establishing a positive, professional presence within the Sixth Form and responding appropriately to the needs of individuals who are deemed to be in need of specific support.

- To respond to the emotional needs of our Sixth Formers and to signpost students to specialist staff and external agencies, where appropriate.

- To respond to the analysis from tracking points (with others in the Sixth Form team) to allow early intervention for students underperforming and follow up referrals from Heads of Department.

- Implement intervention strategies with underperforming students to include setting up individual action plans, monitoring student performance and supervising these students in extra timetabled study periods.

- Responsible for administering the daily twitter feeds and other social media communications to Sixth Formers.
To maintain and upgrade where necessary the stock of current text books, revision guides and past examination papers available for student loan.

In conjunction with the Head of Sixth Form and Assistant Heads of Sixth Form, to manage the School UCAS account, providing one to one support for students and staff on all aspects of the application, including personal statements, university choices and suggested wider reading.

To provide staff training on reference writing and advising students on how to complete their UCAS applications.

To promote academic enrichment opportunities, ie Summer schools, subject taster days, masterclasses and university based lectures.

To co-ordinate mentoring schemes with local universities, aimed at supporting our Pupil Premium cohort.

To keep a current University Prospectus in the Library and to update all paper resources to ensure that they contain advice that is relevant to the current cycle.

Support the ethos of the Sixth Form by attending and speaking at Open Evenings, Induction Events and leading study skills assemblies as directed by the Head of Sixth Form.

To support the management of induction into the Sixth Form specifically to ensure smooth transition and orientation with specific reference to identified vulnerable groups and individuals.

To arrange guides for parents/staff interview tours in conjunction with the Post 16 Pastoral/Attendance Officer.

To work with the relevant Sixth Form Officers to organise and promote student mentoring of both the lower years and of peer groups.

To work with the Heads of Years in co-ordinating tutor time activities.

To lead on Careers provision across the school including to plan and assist in the delivery of careers; promote careers by organising activities and trips in and beyond the classroom, including organising external speakers; be accountable for the standards and results of the Programmes of Learning in careers and to advise on and direct staff training and development opportunities for Careers

To line manage the part-time Careers Advisor, where appropriate.

To assist with A level results day.
To promote the safeguarding and welfare of people you are responsible for or come into contact with;

To ensure all tasks are carried out with due regard to health & safety policy and procedures;

To ensure all tasks are carried out in compliance with all school policies and procedures including the Equality & Diversity Policy, Data Protection Policies & Procedures, Use of Social Media and Staff Code of Conduct.

To undertake appropriate professional development including adhering to the principles of performance management;

To develop productive relationships with all colleagues and stakeholders;

To adhere to the ethos of the school:

a) To promote the agreed vision and aims of the school;

b) Set an example of personal integrity and professionalism;

c) Attend appropriate staff meetings and school events as appropriate.

To fulfil any other duties commensurate with the nature and grade of the post to ensure the smooth running of the school.
SPECIAL CONDITIONS/WORKING HOURS

- Some working hours outside of normal agreed hours may be required, for example, results days, open evenings.

SUPERVISION RECEIVED

- Line Manager: Head of Sixth Form
- Level of supervision: Left to work within established guidelines subject to scrutiny by Head of Sixth Form.

Signed: …………………………………………………………………………………. (Employee)
Date: ……………………………………………………………………………………..

Signed: …………………………………………………………………………………..(Head of Sixth Form)
Date: ……………………………………………………………………………………..

Updated APRIL 2019