



# ST JOSEPH'S COLLEGE

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## 1. INTRODUCTION

1.1 NAME OF POSTHOLDER: .....

1.2 JOB TITLE: **Sixth Form Manager**

1.3 RESPONSIBLE TO: **Director of Sixth Form**

1.4 JOB PURPOSE: To coordinate and implement Sixth Form student support and mentoring. To provide timely, efficient, professional communication and administration as required to provide effective assistance to the Director of Sixth Form. To deputise for Director of Sixth Form when they are absent.

## 1.5 MAIN DUTIES:

### **Routine Sixth Form Responsibilities.**

- Communication and support of Sixth Form students through the school to ensure pastoral needs are met and retention figures are excellent.
- Liaison with multi agencies to ensure pastoral care is outstanding.
- Confident in the use of SIMS.Net and other associated computer packages to enable you to access / interrogate student information, timetables, attendance and other similar data.
- To Be able to update and maintain as required:
  - School Census
  - Course Manager
  - Funding
  - Timetables
  - Producing Marksheets and Reports as required
  - Behaviour Management records
  - Monitor lesson attendance and manage missing marks
- To assist Examinations Officer and SENCO with 6<sup>th</sup> form entries, Access arrangements, PPE administration.
- Competent in the use of Microsoft Office to assist in the recording, storing and presentation of large amounts of data.
- Support the work of the Sixth Form Committee.
- Liaise with SENCO to ensure support is in place for any SEND students.

### **Supervision of Sixth Form Social and Study Areas**

- Register and monitor attendance of students during their dedicated study periods.
- Monitor behaviour of students in the Sixth Form study area.
- Manage the behaviour and conduct in the Sixth Form study centre and H02
- Monitor and manage the behaviour and conduct in the sixth form café and LRC.
- Inform parents when students are not attending or studying during their study periods
- Keep Director of Sixth Form and tutors aware of issues.



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## **Contribute and Coordinate Sixth Form Enrichment**

- Support coordination of enrichment.
- Maintain database of students' involvement and achievement.
- Seek out enrichment opportunities.

## **Administration of UCAS**

- Assist tutors/tutor groups with the administration of UCAS forms.
- Assist Director of Sixth Form with supporting Year 13 students in tutorials with the filling out of the UCAS form.
- Set up and monitor a UCAS completion timeline.
- Chase up personal statements, subject and tutor references and ensure that qualifications and personal details are entered correctly.
- Collate university entrance statistics.

## **Supporting the organisation of work related learning/careers guidance and progression monitoring**

- Support the Careers Lead with the organisation of:
  - Year 11, 12 and 13 futures events
  - Work experience visits
  - Mock interviews for students
  - Career interviews

## **Support Annual Calendar Events**

- Sixth Form Induction
- Attend A-level Results day and assist in university and progression process.
- Sixth Form Enrolment – Attending GCSE examination day and enrolment days.
- Collate student progression data, i.e., retention/success/pass rates, percentage of successful university applicants.
- Support recruitment to Sixth Form by attending internal and external interviews to support with registration
- Distribution and collection of bursary forms and associated documentation
- Collection and checking of Pupil Premium data and SEN details for new students
- Upload of external application data to SIMS
- Administration of sixth form enrolment packs and registration documents

To undertake any other reasonable duties which might from time to time be requested by the Director of Sixth Form, Headteacher or any person delegated by them.

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|------------|------------------------------|---|
| <b>1.7</b> | <b>Salary Scale:</b>         | £28,000 - £33,000 pro rata Term Time + 1 week |
| <b>1.8</b> | <b>Working Time:</b>         | From January 2020                             |
| <b>1.8</b> | <b>DBS Disclosure Level:</b> | Enhanced                                      |