



Job Title: Sixth Form Centre Support
Accountable to: Head of Sixth Form
Accountable for: Sixth Form student support and Sixth Form administration

Key Tasks

1. Responsibility for developing positive attitudes to learning in Sixth Form

- a. Help promote and develop an inclusive learning environment and support for the wellbeing of all students
- b. Produce records of support being offered to students of concern
- c. To cover/supervise the taking of sixth form morning registers and/or study sessions

2. Attendance

- a. Update daily registers based on incoming information
- b. Monitor the taking of registers by staff
- c. Make calls to parents to improve attendance and punctuality
- d. Produce weekly absence reports
- e. Maintain records of contacts

3. Communications & Environment

- a. Provide support to the Sixth Form Administrator, including data entry
- b. Support with general external queries
- c. Ensure the environment is vibrant and enlightening, with regular changes of displays, including electronic information, guided by the Head of Sixth Form

4. General Admin

- a. To contribute, as the need or opportunity arises, to other admin tasks relating to the smooth running of the school

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.