



Heathcote School and Science College - *Encourage, Challenge, Succeed*

JOB DESCRIPTION

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| Job Title | Sixth Form LRC Assistant and Student Support |
| Grade | Scale 4 (Point 7 – 11) |
| Hours | 15 hours per week (2 days) |
| Responsible to: | Assistant Head- Head of Sixth Form |
| Responsible for: | N/A |

Job Purpose

We are seeking a dynamic and organised individual to join our team as a Sixth Form LRC Assistant and Student Support. In this multifaceted role, you will not only provide administrative support, manage IT resources, and oversee study activities but also play a pivotal role in supporting students during examinations, supervising the sixth form area, assisting with special events, accompanying trips, and contributing to the management of pupils movement around the school. Additionally, you will be responsible for the distribution of all correspondence and information, with a specific focus on Sixth Form-related matters.

Main Responsibilities

Administrative Support:

- Print and organize pupil resources as needed.
- Maintain an efficient filing system for educational materials.
- Assist in general administrative tasks to support the smooth operation of the Sixth Form LRC.
- Be the first point of contact for external inquiries about the school and available courses in the Sixth Form.
- Provide advice and information to external enquirers, guiding them through the application process and school facilities.
- Send emails and correspond with parents, pupils, and staff regarding Sixth Form activities, course and events.

- Maintain accurate records to support the Sixth Form team in monitoring course attendance and progress.
- Ensure timely and accurate dissemination of relevant information to pupils and staff.
- Cover the Sixth Form reception as required, ensuring a welcoming and professional atmosphere for pupils, parents, and visitors.
- Handle inquiries and direct individuals to the appropriate personnel or resources.
- Overseeing all publications needed for the promotion of the Sixth Form i.e. Editing and ordering the sixth form prospectus, promotional displays, footage and website content.
- Support in the organisation of Sixth Form events i.e. Sixth Form Open Evening, enrolment and induction week.

Managing IT Resources:

- Administer and monitor the use of Chromebooks and other IT facilities within the LRC.
- Oversee the staff booking systems and keep inventory and report any shortages or discrepancies
- Troubleshoot basic IT issues and liaise with the IT department for more complex problems.
- Ensure the availability and functionality of technological resources required for effective learning.
- Monitor and manage learning resources like Up Learn and Unifrog ensuring pupils and staff have access.

Recruitment, Enrolment and induction

- Corresponding with external applicants, organising interviews and requesting references from their current schools.
- Compiling and updating a variety of documents necessary for enrolment and induction.
- Support and coordinate enrolment process, including processing applications at enrolment, entering pupils onto the system, producing timetables, and updating spreadsheet.
- Contact schools for files of pupils from other schools.
- Support with organising taster lessons and pupils' transition, distributing class lists for these, monitoring attendance and following up on absence.

Monitoring Pupil Study:

- Supervising Sixth Form study periods and supporting students working in the Sixth Form areas
- Supervise parts of the sixth form area when required.
- Track student attendance and engagement during study periods.
- Collaborate with teaching staff and Year Leads to identify and address individual pupil needs.
- Create and maintain a conducive environment for quiet study
- Enforce rules and guidelines to ensure a focused and respectful atmosphere.
- Address any disruptions or issues promptly and effectively.

Pupil personal development support:

- Contribute to the Higher Education entry process by setting up, managing and coordinating the UCAS tracker.
- Monitor and maintain pupil destination list.
- Coordinate the distribution of form time resources to pupils.
- Collaborate with teaching staff to ensure timely and accurate delivery of materials.
- Cover form time sessions when needed
- Ensure staff and pupils have access to resources for PIE lessons.

Pupil academic support:

- Administration associated with monitoring and tracking student progress and intervention.
- Working with the director of sixth form coordinate and support with the organisation of one-on-one tuition sessions for Sixth Form pupil.
- Support with the onboarding of all pupils receiving tuition
- Maintain communication with tutors, pupils, and parents to ensure the effectiveness of the tutoring program.
- Monitor attendance to subject booster sessions and follow-up where pupils have missed sessions.
- Distribute subject booster timetables and communicate with form tutors and pupils updates to booster sessions.

Exams

- Assist pupils during examinations, including distribution of exam timetables and allocation of rooms.
- Monitor attendance during exams and follow up on any absences.

The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.

School Vision and Ethos – Encourage, Challenge, Succeed

For Heathcote School staff in general:

1. To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
2. To actively support the school's school improvement priorities
3. To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
4. To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
5. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
6. Checking emails on a daily basis to keep up to date with issues communicated within the school.

7. To provide cover for any member of the administration team in accordance with school priorities
8. To participate in appraisal reviews, in line with school policy.
9. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction and to adhere to a high challenge, low threat philosophy.
10. To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
11. A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
12. To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
13. To adhere to the Whistleblowing Policy

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date.....

