



JOB DESCRIPTION

Sixth Form Learning and Wellbeing Manager

NAME:	
SALARY:	Band D
HOURS:	37 hours per week 39 weeks plus 4 days
HOLIDAYS:	To be taken during the school holidays
ACCOUNTABILITY:	All staff work under the reasonable direction of the Headteacher and the Assistant Headteacher with delegated responsibility.

Main Purpose:

- To ensure that Sixth Form students make effective use of study time, so that they maximise their academic achievement as they seek to progress to their chosen destination.
- To provide high levels of pastoral support, care and guidance to all Sixth Form students.

Managing Independent Study:

- Maintain and check registers of students during Independent Study (IS) periods including cover registers.
- Supervise a purposeful study environment and culture for learning across the four workspaces, ensuring all students act in an appropriate and responsible manner.
- Support students in developing effective study skills, independent skills and research skills.
- Challenge students who do not follow instructions regarding work ethic and conduct and liaise with Head of Years 12 / 13.
- Work with individuals as directed and on your initiative, according to your own skillset, in order to support their literacy and/or numeracy skills.
- Communicate with A Level teachers in order to ensure students use their IS time to best effect.
- Where A Level teacher absence is known in advance ensure cover work is made available to students during IS periods, collected as requested and returned to staff.
- Supervise afterschool study as required.

Managing the Sixth Form workspaces:

- Maintain suitable books, resources, journals – use ICT system to track loans.
- Ensure that University, Careers and Destination materials are displayed and shared with students as required.
- Ensure all promotional material is up to date in display areas and enhances the appearance of the Sixth Form areas in order to provide an attractive environment conducive to purposeful study.
- Evaluate the annual use of the Sixth Form IS rooms and discuss possible improvements with relevant staff.

Providing pastoral support, care & guidance:

- Act as a first point of contact for both students and their parents/carers, address the matter and communicate outcomes as appropriate.
- Lead meetings with students and their parents/carers.
- Support students with emotional, social or welfare issues, directing them to support services offered within the whole school as appropriate or signposting to external agencies.
- Monitor student attendance on a daily basis. Generate attendance reports and analyse patterns of student attendance. Report concerns to Heads of Year/Director of Sixth Form and work under their direction to carry out interventions.
- Work closely with the relevant Head of Year 12 and 13, whole school Attendance Officer and SENCO to ensure all student needs are met.
- Respond to any student issues raised by A Level teachers.
- Organise, implement and review Student Support Plans with clearly identified next steps.
- Develop positive relationships with students so you are approachable for guidance and support

Supporting the Sixth Form Team:

- Be a visible presence in and around Alderbrook Sixth Form.
- Prepare the facilities and promote the Sixth Form at Open Events, KS5 Parent Consultations, Careers Events etc.
- Support the Sixth Form team with enrichment afternoons, Life Ready Days and associated administrative tasks.
- Provide administrative assistance on A Level and GCSE results / enrolment days as required.
- Undertake administrative tasks as required by the Sixth Form Administrator.
- Attend staff training.
- Contribute to the wider life of the Sixth Form, upholding our mission statement 'Fulfilling Potential: Inspiring Minds', and actively promote our Sixth Form within the community.

In General:

- Working collaboratively and co-operatively with all other colleagues.
- Undertaking any other reasonable, related duty which the Headteacher may request from time to time within a reasonable work schedule and commensurate with the level of the post.
- To contribute to the overall ethos, work and aims of the school.
- To participate in the school's performance review process.
- To adhere to the school's policies and procedures.

All jobs are subject to change and this job description is to be reviewed annually or at any other mutually convenient time

Signed: _____ **Tom Beveridge – Headteacher**

Signed: _____

Sixth Form Learning and Wellbeing Manager

Date: _____