

**SOUTHFIELDS ACADEMY
JOB DESCRIPTION**

Job Title: Sixth Form Site Officer

Grade:

Reporting to: Dave Holt

Main Purpose of the Post:

To assist the Deputy Headteacher and other senior members of staff in the maintenance of good standards of conduct and behaviour of students.

Duties:

- To support in maintaining dress code, lanyard and ID card standards.
- To oversee the sixth form entrance/front reception during break times and during P1.
- To assist in supervision of KS5 students at break times.
- To help clear the sixth form study rooms at the end of break times.
- To challenge students who are behaving inappropriately. Log and monitor disruptive behaviour on Bromcom.
- To ensure (in conjunction with tutors and the sixth form team) that attendance records on Bromcom are accurate.
- To call parents of students who have unauthorised absences.
- To patrol KS5 lessons - and follow up on missing students.
- To assist, when requested, the KS5 year managers with behaviour management.
- To pass on to the Senior Leadership Team student incidents deemed problematic and inappropriate and ensure a written record of all such incidents is recorded.
- To support the Senior Leadership Team on-call system.
- To help follow up on attendance concerns.
- To carry out other ad hoc duties as directed by the KS5 year managers.

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Head of the Year commensurate with the grade of the post.

Signed:

Postholder Name

Line Manager Name

Date