



## CHESTNUT GROVE ACADEMY - JOB DESCRIPTION

### SIXTH FORM STUDENT SUPPORT OFFICER

Grade:	Scale 5 point 12
Contract:	Permanent Term time only (39 weeks) 36 hrs pw (excl: meal breaks) 8.30am – 4.30pm (8.20am start on Tuesdays for Staff Briefing)
Conditions:	Support Staff National Pay & Conditions
Reports To:	The post is professionally responsible to the Headteacher but will report to and be directed by KS5 Safeguarding Lead (Head of Sixth Form) on a day-to-day basis.
Location:	Sixth Form office

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#### Context

Chestnut Grove Academy is a high performing converter academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership of which we are the lead strategic partner with Chesterton Primary School.

#### Purpose of job

- To work with the Sixth Form Leadership Team and the team of tutors to ensure that students are supported pastorally so that barriers to learning can be overcome and the best possible outcomes achieved;
- To work with the KS5 Designated Safeguarding Lead to ensure the safeguarding of students in the Sixth Form is in line with Keeping Children Safe in Education (KCSiE);
- To support students in making good progress and remaining safe at Chestnut Grove Academy;
- To support with ensuring high standards of behaviour, attendance and punctuality in the Sixth Form;
- To support with implementing effective intervention strategies when students are not meeting our high expectations;
- To liaise with the team of tutors and relevant subject teachers to support the academic progress and pastoral care of students in the Sixth Form;

- To build strong relationships with students, parents, external agencies and other stakeholders in order to support students to succeed;
- To play a full role in the Sixth Form Team, this to include supporting with Sixth Form recruitment activities, Parents' Evenings and other occasions for 16-19 students and parents, taking responsibility as directed by the Director/Head of Sixth Form.

## **Duties and Responsibilities**

Safeguarding, attendance and pastoral support:

- To act as first point of contact for any Sixth Form child protection or safeguarding concern, providing timely, relevant support and advice to safeguard the student;
- To undertake appropriate safeguarding training, attend multi-agency meetings and support Sixth Form students appropriately;
- To ensure that safeguarding incidents in the Sixth Form are appropriately followed up and reported to the KS5 Designated Safeguarding Lead, ensuring that they are fully informed of any concerns in relation to safeguarding and/or child protection;
- To liaise with families of key students in the Sixth Form, this to include telephone and email updates and also in-school meetings and home visits where necessary to build positive partnerships;
- To liaise with external agencies as appropriate and support with processes such as writing Early Help Referrals for Sixth Form students;
- To send redacted safeguarding files to external agencies as directed by the KS5 Safeguarding Lead;
- To support Sixth Form students in making self-referrals to external agencies in relation to their wellbeing (e.g. The Well Centre, Off The Record);
- To liaise with the in-school borough services e.g. Social Worker, Police Liaison Officer, School Nurse, as appropriate and as directed by the KS5 Safeguarding Lead;
- To organise and deliver Sixth Form assemblies related to mental health and wellbeing;
- To maintain and update the student support services notice board in the Sixth Form Study;
- To support with the management of attendance and punctuality across the Sixth Form;
- To monitor, in particular, the attendance and progress of Sixth Form LAC (looked after children) and students on a Child In Need (CIN)/Child Protection (CP) plan;
- To use attendance data to identify any patterns of non-attendance in the Sixth Form and to meet weekly with KS5 Designated Safeguarding Lead to review attendance and punctuality issues;
- To support with interventions aimed at improving attendance and punctuality in the Sixth Form, this to include co-ordinating termly attendance panel meetings for persistent absentees (students with attendance below 90%);
- To support with Sixth Form interventions for key students following the collection of Progress Data, this to include liaising with relevant staff in order to maximise student engagement;
- To support in the setting of standards of behaviour, dress etc. in the Sixth Form, and to monitor and take appropriate action to maintain standards;
- To collect statements and help with investigating incidents involving Sixth Form students, such as watching CCTV;
- To support Sixth Form students to reintegrate back into school and/or lessons from extended periods of absence or exclusion, this to include monitoring students that are on a school contract;

- To liaise with inclusion regarding the organising of internal and offsite exclusions for Sixth Form students, as directed by the Director/Head of Sixth Form;
- To organise and collate work for excluded/sick/absent students and attend meetings with parents where appropriate;
- To ensure school records are kept up to date following actions, including through CPOMS and ARBOR.

#### Transition arrangements:

- To liaise with other providers, external agencies and pastoral staff as appropriate to ensure a smooth and effective transition for each student from Year 11 to Year 12;
- To support with the Sixth Form Induction Programme at the end of Year 11;
- To work with the Sixth Form Team in supporting students in their applications to universities/apprenticeship providers, this to include referring students to the Careers Advisor

#### Other duties and responsibilities in the Sixth Form:

- To support with administration tasks required by the Director/Head of Sixth Form, including working with ARBOR and Office 365;
- To support with the supervision of the Sixth Form Study;
- To attend all relevant Sixth Form meetings, weekly whole staff briefings and Sixth Form assemblies;
- To support with Parents' Evenings and other occasions for 16-19 students and parents, taking responsibility as directed by the Director/Head of Sixth Form.

#### ***Other responsibilities (for all staff)***

- To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people;
- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection;
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same;
- Be aware of and support difference and ensure equal opportunities for all;
- To undertake any other duties and to comply with any reasonable request from a Senior Manager to undertake work of a similar level;
- To engage actively with the performance review process and take responsibility for own development.

### **Person Specification**

#### ***Qualifications, experience and knowledge***

##### ***Essential:***

- Minimum GCSE Grade 'C' in English and Maths;
- A strong academic background and/or the ability to explain how your professional experience demonstrates a capacity to excel in this role;
- A range of experience of working with young people and families.

### **Desirable:**

- Experience of working in an educational support role in a school/college environment, preferably at Sixth Form level;
- Evidence of CPD relating to safeguarding.

### **Skills and Abilities:**

- Ability to work proactively and independently, and as part of a team;
- Ability to work using own initiative in responding to challenging situations, remaining calm and resolving problems;
- Excellent inter-personal skills when dealing with students and parents, and the ability to establish good professional relationships with staff at all levels;
- Excellent communication skills, able to use a range of methods for effective communication both internally and externally;
- Ability to effectively supervise young people;
- Excellent organisational and time management skills, able to prioritise workload and meet tight deadlines;
- Excellent administration skills and ICT literacy, including Microsoft Office 365 and Microsoft TEAMS;
- Willingness and capability to learn to use new systems as appropriate;
- High level of accuracy and attention to detail.

### **Personal Qualities**

- A strong team player, able to work collaboratively and effectively with a range of styles and personalities;
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information;
- Evidence of ability to be adaptable and flexible and use own initiative, while working within a busy and fast changing environment;
- An excellent record of attendance and punctuality;
- Able to display tact, resilience and professionalism within a busy environment;
- Reliable and prepared to go 'above and beyond';
- Confident, positive and motivated.

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*