

Job Description

Sixth Form Study Coordinator

Permanent post

Term time only + 1 week (Includes sixth form results and enrolment days)
Occupational Pension Scheme plus up to 2% Annual Attendance Bonus

Main purpose of post

To be jointly responsible for the monitoring and upkeep of the Sixth Form study area and various Academy work-related schemes. To lead the university application process and data management for the Sixth Form.

Duties and responsibilities include the following:

- To monitor the Sixth Form study area, provide guidance to students on how to best use the facility and ensure an appropriate study environment is in place. Ensure a good work ethic prevails in the study area and that students are "on task".
- To help lead and manage the UCAS process and all related activities.
- To assist in the Sixth Form enrolment process and help ensure students entering into Year 12 and Year 13 register onto appropriate course at enrolment.
- To help organize internal and external HE events for Academy students, including arranging university visits, supervising students on visits, collating all risk assessment information and regularly promoting and marketing HE focused events to both students and tutors.
- To build relationships with outreach/student liaison officers and admissions teams.
- Administrative support to the Assistant Principal, Sixth Form Academic Coordinator and the Sixth Form Management Team as required.
- Work closely with the Learning Resources Centre (LRC) team to maintain and update the study area with resources.
- Liaise with support and teaching teams across the Academy and with the careers adviser in relation to guidance and employability enrichment activities.
- Prepare results analysis and other performance data.

Working Pattern

- 08.30 start each day with a 17:30 finish (Mon-Thurs) and a 16:30 finish (Fri), 36.5 hours per week. These hours may change during exam season when the study area remains open to 18:00.
- The day of and day after A level results day (plus any preparation days) 3 days to enrol students into Year 12 (GCSE results day and the following 2 days).
- Be flexible in the pre-exam/exam period, with the possibility of extended study area opening hours with time off in lieu.
- Attend relevant sixth form events outside the normal working day.

Starting Salary

As per advertised subject to annual review.

Qualities required

- Ability to manage student behavior and interact with students on a daily basis; be assertive, firm and fair.
- Excellent organizational skills with the ability to manage competing demands on time, and to work according to a yearly cycle with UCAS work mainly ranging from October-December and Work Experience work mainly ranging from January-July.
- High level ICT skills: must have experience with Excel, Word and Powerpoint; knowledge of SIMS is preferable (training can be provided for SIMS).
- Prioritisation skills.
- Calm, flexible, dependable, reliable.
- Empathise with the needs of, and show a genuine interest in, sixth form students in the context of an 11-18 "outstanding" Academy.
- Be proactive, innovative and work effectively as an individual and as part of a team.