



St Francis of Assisi Catholic College

Nil Satis Optimum

- Only the best is good enough -

Student Support (Sixth Form)

JOB DESCRIPTION

HOURS: 37 Hours Term Time PLUS 2 weeks plus any other hours that might reasonably be expected to fulfil responsibilities when required.

RESPONSIBLE TO: Sixth Form Leadership Team

PURPOSE OF JOB

- Under the direction and instruction of the Head of Sixth Form and Assistant Head of Sixth Form to provide daily support to students and the pastoral team.

Support to Students

- Assist with student queries and welfare requests, directing and supporting as appropriate.
- Work alongside the Sixth Form Leadership Team providing on call responses to pastoral and academic issues in the classroom and in the Sixth Form Study Area
- Supervising Sixth Form Study periods and promoting a culture of effective study habits.
- Providing coaching and mentoring for Sixth Form students
- Experience of working with students to improve their engagement in learning
- Use internal data to identify students who are underperforming and intervene accordingly
- Support students with study and time management skills
- Support the Sixth Form Leadership Team by providing direct student support throughout the school day.
- Promote and guide students through Sixth Form Bursary Scheme

Support to Parents

- Proactively answer and make telephone calls relating to pastoral matters
- Undertake face to face enquiries from parents and relevant stakeholders

Support to General Office

Erdington Road, Aldridge, Walsall, WS9 0RN
tel: 01922 740300 fax: 01922 740330 www.stfrancis.cc postbox@stfrancis.cc



- Maintain manual and computerised records and respond to queries
- Assist with arrangements for visits from external bodies and local authority officers
- Experience of working in an administrative function in a busy environment
- Provide Administration support for the Pastoral teams in school
- Collate information and data related to student welfare and support issues in school

Support to School

- Promote and safeguard the welfare of children and young people you come into contact with
- Support and promote the school ethos and contribute to the overall aims of the school
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Appreciate and support the role of other professionals
- Liaise with teaching staff, sharing outcomes of student meetings where appropriate
- Receive referrals from staff and action accordingly
- Attend and participate in relevant meetings as required
- Participate in training and performance development as required

Behavioural Attributes

- Committed to the provision and improvement of quality service
- Motivation to work with young people
- Friendly yet professional and respectful approach demonstrating support and showing mutual respect
- Open, honest and an active listener
- Takes responsibility and accountability
- Committed to the needs of the students, parents and staff and challenges barriers and blocks to provide an effective support service
- Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others to achieve expectations
- Is adaptable to and welcomes change
- Acts with pace and urgency being energetic, enthusiastic and decisive
- Communicates effectively
- Has the ability to learn from experiences and challenges
- Is committed to the continuous self-development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills

Person Specification

The successful candidate will have all or most of the following:-

- Willingness to support our Catholic ethos
- A confident communicator who enjoys dealing with staff, students & visitors
- Confidence to work in individual, small group and large group settings
- Good numeracy and literacy skills
- Good organisational skills, the ability to plan and prioritise effectively
- Enthusiasm and flexibility
- A sense of humour and sense of perspective
- Ability to relate well to students and adults
- Ability to work constructively as part of a team
- An understanding of safeguarding within an education setting