



Whitburn Church of England Academy

Sixth Form Pastoral Year Leader	
Purpose of the Post	
<p>You will be a key member of our Pastoral Support Team providing support for student welfare, working on transition and supporting student academic progress.</p> <ul style="list-style-type: none"> • Promote the ethos and principles of Whitburn Church of England Academy with all staff, students and the wider community by exercising the rights and responsibilities of the post. • Promote consistently high quality and inclusive educational and pastoral provision across the Sixth Form. • To realise the motto 'Excellence for All' by ensuring the highest possible standards of student achievement, personal development and well - being. • Role model the appropriate behaviours expected by staff in the Academy. • To support the pastoral welfare of a Sixth Form students and ensure effective communication with the families of these students, to engage them as key stakeholders in their child's educational experience. • To contribute to the whole school strategic development of the Pastoral system. • To strengthen links between students, staff and parents. • To help maintain an orderly atmosphere in which all of the above is possible. • To ensure the smooth daily running of the Sixth Form, promoting good behaviour, punctuality, attendance and a high standard of appearance. • To ensure that each individual fulfils his/her academic potential and is prepared for his/her future life. 	
Post	Sixth Form Pastoral Year Leader
Academy Based Working time	37 hours per week during term time. There is no holiday entitlement during term time.
Scale	SCP 26
Reporting to	Senior Management Team – Head of Sixth Form
Responsible for	<ul style="list-style-type: none"> • All students studying within the Sixth Form • All Form Tutors within Sixth Form • All factors affecting the Sixth Form
Main Duties	<p>A - Leadership & Management</p> <ol style="list-style-type: none"> 1. Managing the approach to learning of students in the Sixth Form by encouraging positive attitudes and supporting their increasing independence 2. Initiating action when conduct falls below standards, implementing plans and strategies to ensure students remain focussed on their studies 3. Liaising with appropriate external agencies, e.g. school nurse, YPL, educational psychologists, police, etc and preparing the necessary reports for social services, SENCO, etc 4. Provide bespoke support, care and guidance for students who face barriers

to their learning

5. Lead meetings with parents and external providers.
6. Providing support and information for the form tutors on a day-to-day basis.
7. Provide morning point of contact/first response (dealing with social and emotional issues that may arise each morning or during the day).
8. To be a high profile presence around the school.
9. Contributing to assemblies and events for Sixth Form as necessary and inviting guest speakers.
10. Building positive relationships with all individuals with an approachable manner.
11. Supporting the fostering a positive identity for the Sixth Form, students and form tutors, through extra-curricular activities, raising money for charities, year events, etc.
12. Encouraging opportunities for students to take responsibility.
13. Being responsible for the maintenance of appropriate records, including individual student files, and to pass them on when students transfer.
14. Managing the induction of students new to the Sixth Form.

B – Student Conduct and Achievements

1. Monitor the learning behaviours of the Sixth Form, using Go4Schools, and liaising with Teaching staff and parents/carers.
2. To meet with the SENCO, and discuss barriers to learning of Sixth Form students on the SEN Register.
3. Liaise with parents/carers, HoS, SENCo, Head of Sixth Form and external agencies to agree and implement appropriate support for students.
4. Ensure that students' achievements are acknowledged and celebrated.
5. Liaise with the SMT / SENCo to place new admissions into appropriate classes and monitor how the student is settling into school.
6. Ensure work is provided for students who are on long term absence

C - Staff Development, Recruitment and Deployment

1. Form professional and collaborative working relationships with colleagues and motivate staff; promote teamwork and collegiality.
2. Ensure an on-going professional dialogue is maintained and take responsibility for any necessary action arising from School Review.
3. Make appropriate arrangements for classes in the event of the absence of a tutor; regularly dropping in to Registration.

D – Quality Assurance

1. Challenge poor student conduct as appropriate.
2. Sample student folders routinely to ensure students are managing their learning affectively; developing greater independence.
3. Conduct student voice activities to identify areas where provision could be improved. Liaising with staff as appropriate to ensure findings are acted upon

E – Management of Information

1. Ensure that student records are sufficient, accurate, up-to-date and completed in a timely fashion.
2. Prepare documentation to support the fair access processes relevant to the Sixth Form.

F - Liaison & Communication

1. Ensure all appropriate lines of communication are maintained with SMT, HoS, HoLs, Teaching staff and liaise with other educational establishments and external agencies as appropriate.
2. Liaise with SMT link and Principal over the sanctions appropriate in instances of serious or persistent misbehaviour.
3. Liaise with the SENCo regarding the monitoring and intervention processes for students in the Sixth Form on the Individual Needs Register.
4. Celebrate the achievements of the relevant Sixth Form to the wider school community through media such as the Academy website, social media and communication to parents/carers.
5. Liaise with Careers Adviser and external providers for PLP, where appropriate.

Other Duties

1. Use the school calendar effectively to prioritise tasks and plan in detail.
2. Maintain a high profile around the school by regularly visiting tutor Group and being a presence around the school.
3. Undertake any duty as specified by the Principal.
4. Discharge your duty of care for your own and others' health and safety.
5. Demonstrate a commitment to safeguarding and promote the welfare of children and young people, staff and volunteers.
6. Undertake training and development as required, in particular addressing issues raised through School Review.
7. Assist, where appropriate, with the training and development of fellow colleagues.
8. Undertake tasks related to whole school activities, such as preparation for Parents' Evenings, as necessary.
9. Be courteous to colleagues, students and parents and provide a welcoming environment to guests.
10. Other duties will be required as and when necessary to the post from time to time. The job description is current at the date shown but, in conjunction, with the post-holder, may be revised by the Principal to reflect and anticipate changes in the job that are commensurate with the grade and job title. Such variations that are made to the duties and responsibilities will not change the general character of the post.
11. Advise the school of any disability you may have or develop so that the school can endeavour to make any necessary reasonable adjustments to the job and the working environment.
12. Co-ordinate information to student and home for exclusion/reflection; meet with parents/carers for student re-induction to school following exclusion
13. Overview of curriculum and homework for the Sixth Form.
14. Ensure safeguarding of students is at the very heart of all duties

	Undertaken with due regard to KCSIE.
--	--------------------------------------