



**JOB DESCRIPTION:** -Whole School Support Staff

**Job Title:** Student Services Advisor (Year 12 and 13 – 362 on roll)

**Grade/Salary Range/Hours:** Grade F /WBC Spinal Point 11-19, £25,979.00- £29,777.00 p.a, pro-rata (approximately £22,021.00 - £25,241.00 p.a.) 37 hours per week Monday – Friday term time only. A further 4 Inset days and the equivalent of 2 weeks during the holidays will be required, payable as additional hours.

**Report to:** Deputy Head Teacher i/c Key Stage 5

**Core Purpose:**

The Student Services Advisor for Sixth Form will work with students in Year 12 and 13 to provide a wide range of enrichment activities and leadership roles as part of their extended curriculum, in order to support students in developing a wider range of skills relevant to their future study or employment. As well as working with Year 12 and 13 students, the role includes the co-ordination of outreach work lower down the school, promoting the sixth form, wellbeing, and intervening with potential Oxbridge and Russell Group University Students throughout the school.

In addition, the Student Services Advisor will work on well-being related projects, as well as supporting students' mental health and well-being through the Personal Development curriculum and pastoral support, thus helping students by removing barriers to success. The Student Services Advisor would support transition from Year 11 to the Sixth Form and students' destinations after Year 13. They will work as an integral part of the Sixth Form team, supporting staff and students, striving for excellent levels of progress both academically and pastorally.

### **Key Responsibilities:**

#### **Teaching and Learning:**

- To encourage students to improve their learning, promoting self-confidence and enhanced self-esteem through enrichment opportunities in the Sixth Form and throughout the school.
- To promote and support the inclusion of all students in the learning activities in which they are involved.
- To support the creation of tutorial resources for mentors and tutors to complete with their form groups.

#### **Assessment and recording**

- To assist the Sixth Form Head of Year with tracking and monitoring of student applications on Unifrog.
- To work with the Deputy Headteacher (Key Stage 5) and Sixth Form HOY to create a centralised tracking system for student engagement with enrichment opportunities across their two-year Sixth Form study.
- To identify student groups who are potential Oxbridge and Russell Group candidates within Sixth Form and throughout the school.

#### **Student personal development, well-being**

- To promote good standards of personal conduct and behaviour at all Key Stages so that effective learning can take place.
- To follow the national policy on safeguarding, ensuring students are healthy and safe at school.
- To support the implementation of a Personal Development curriculum in Key Stage 5, identifying opportunities for extra-curricular enrichment.
- Provision of information, advice and guidance (IAG) to students and staff regarding student related issues (including: general welfare, health, personal accommodation, mental health support, etc.). This may include 1-1, group workshops, leaflets/booklets, presentations, external agencies, etc.

- To co-ordinate sixth form wellbeing related projects (e.g. Good Citizen Award, Healthy Eating, Mental Health First Aiders, etc.)
- To maintain accurate and up-to-date records, complying with the Data Protection Act (1998) and whole school procedures.
- To work with the Key Stage 5 and whole school Pastoral teams in setting up personalised intervention programmes to support individual students in relation to their mental health and emotional wellbeing.
- To mentor Year 12 and 13 students as required.
- To contribute to the induction program for Year 12, with a focus on enrichment, mental health and well-being.
- To work as part of the Sixth Form Team to identify and offer support to students in need of emotional and wellbeing guidance.
- To regularly evaluate the impact of enrichment opportunities, including use of student voice.

### **Student Leadership**

- To co-ordinate and lead the student leadership interviews in Year 12.
- To organise training and development opportunities for the student leadership team.
- To lead Year 12 prefect recruitment.
- To organise and lead regular meetings for the Senior Student Leadership Team.
- To train and organise Year 12 mentors for mentoring opportunities with students in Key Stage 3 and 4.
- To co-ordinate opportunities for integration between the Sixth Form student leaders and the rest of the school.
- To organise and lead Sixth Form committees.
- To create and adapt resources for mentoring schemes.
- To regularly evaluate and review the impact of student mentoring across the school.
- To co-ordinate leaders of school wide enrichment groups.
- To work with the Deputy Head Teacher (KS5) to seek out and develop new opportunities for student leadership within Sixth Form and working with other teams throughout the school.
- To organise the Mental Health First Aiders program in Sixth Form, finding opportunities to link with other key stages.

### **Curriculum**

- To contribute to the Personal Development curriculum for Year 12 and 13 students.
- To align opportunities for student leadership, mentoring and projects with aspects of the curriculum, ensuring some enrichment opportunities are embedded as part of the curriculum.
- To develop opportunities for students to gain nationally recognised accreditation for skills developed through student leadership.
- To support Year 12 students and the Key Stage 5 team with work experience opportunities relating to particular subject areas.
- To promote wider reading in Sixth Form.
- To work with the Deputy Headteacher (Key Stage 5) to create a wider reading programme.

### **Management of Resources**

- To develop resources to support great teaching and learning of the Personal Development curriculum, including mentoring programs, within the Sixth Form and throughout the school.
- To contribute, where appropriate, to the preparation and delivery of teaching resources and materials.
- To attend annual appraisal and review meetings with other members of the Support Staff team.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To undertake ongoing professional development relevant to Student Well-being Services.

### **Relationships with key stakeholders**

- To foster and establish positive relationships throughout the school community.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.

- To establish and maintain productive relationships with students, Senior Leadership team members, other support staff and teaching staff especially Year Heads and Key Stage Leaders.
- To regularly liaise with the Student Voice Team and the Inclusion department.
- To liaise with the school's marketing department, creating and sharing content via different technological platforms for key stakeholders.

#### **Transition**

- To work alongside other members of the Sixth Form Team, and with the Careers Officer, in identifying students in need of additional guidance for post-Year 13.
- To contribute to the induction programme for Year 11 into Year 12, with a focus on enrichment, mental health and well-being.

#### **Events**

- To contribute towards and attend specific events in support of the Key Stage 5 team as appropriate, for example student information evenings.
- To work with the Deputy Headteacher (Key Stage 5) and HOY to plan and co-ordinate Sixth Form events, managing a complex range of tasks through time and action planning.
- To co-ordinate and lead whole school cultures day, working with teams throughout the school.

#### **Supporting the work of other members of the team**

- To attend and participate in relevant meetings as required, including: fortnightly meetings with the Sixth Form Team; key stage 5 tutor briefings, vulnerable students, etc.
- To support Key Stage 5 mentors in their work, focusing on the needs of specific students as required.
- To cover the work of other members of the Student Support team as appropriate, particularly in the event of absence.

#### **UCAS and Post-18**

- To liaise with the careers advisor to contribute towards an Oxbridge and Russell Group preparation programme throughout Key Stage 3, 4 and 5.

#### **Other Duties**

- To develop a more robust system for tracking and sharing the school's destination database in terms of Year 12 and Year 13 leavers.
- To support Key Stage 5 students during the examination period, offering support with revision and exam skills as required, thus ensuring that students approach their examinations in a calm and well-prepared fashion.
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.

#### **No direct budgetary responsibility**