

SIXTH FORM SUPPORT OFFICER – JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Sixth Form Support Officer
Reports to:	Head of Sixth Form
Department:	Sixth Form
Hours per week:	39.50 hours a week - Monday to Friday - Term time only
Role type:	Permanent Contract

Key working relationships:

Head of Sixth Form
DSL Team
Pupils
All Staff

Role Summary

The Sixth Form Support Officer will play a vital role in supporting the academic progress and personal development of Sixth Form students at Pangbourne College. Working closely with the Head of Sixth Form, the postholder will ensure that pupils in Years 12 and 13 receive the guidance, encouragement and structure they need to thrive.

Duties and Responsibilities

- Supervising the Sixth Form Centre, Sixth Form cafe and study area to maintain a productive atmosphere of study and to give assistance where possible
- Undertake administrative tasks associated with post 16
- To challenge students who do not follow instructions regarding work ethic and behaviour. Log and monitor disruptive behaviour on Class Charts

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- Provide an additional layer of support within the pastoral framework, fostering appropriate and positive relationships with students to support their wellbeing and academic progress.
- Ensure all display material is up to date and enhances the appearance of the Sixth Form study area
- Assisting in supervision of pupil assessments, mocks or external exams where required
- To oversee the sixth form entrance at the start of the day and during break times - ensuring students are following correct protocols
- Daily monitoring and follow-up of attendance to lessons and timetabled activities and punctuality
- Monitoring dress code
- Dealing with enquiries from parents and contacting parents as appropriate
- Supporting the maintaining of student's files, ensuring confidentiality at all times
- To support in the smooth running of the fire evacuation process
- To take part in events such as Open Evenings, Parents' Evenings and Careers events as required by your line manager
- To carry out other ad hoc duties as directed by the Head of Sixth Form

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This Job Description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

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Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.