



SIXTH FORM PASTORAL SUPPORT ASSISTANT

THE SCHOOL

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

SIXTH FORM DEPARTMENT

The successful candidate will be joining a large and successful Sixth Form that offers students a broad and inclusive curriculum. We have a Sixth Form population of just over 400 students, which is diverse in both socio-economic and cultural background. Students join Year 12 in significant numbers from many other schools over a wide geographical area, not only because of the quality of our teaching and our academic success but also because they recognise and value our commitment to a genuinely student-centred approach to their pastoral needs and Next Steps support.

The core Sixth Form Team is made up of the Director of Sixth Form, Deputy Head of Sixth Form (who is also one of the Heads of Year 12/13), Head of Year 12/13 and the Pastoral Support Assistant. The PSA also works closely with the Sixth Form tutors and other staff who are key in supporting our students, such as the Wellbeing team and the SEND team.

JOB TITLE: SIXTH FORM PASTORAL SUPPORT ASSISTANT

LINE MANAGED BY:	Deputy Head of Sixth Form
START DATE:	May 2024
PAY RANGE:	AHS Pay Range 3
HOURS:	30 hours per week (8.30-3.00 with 30 min lunch break) term time only, plus Inset Days, and four days in the summer holiday (GCSE Results Day and the following day, and two days in the following week)

JOB PURPOSE

- To provide administrative support to the Director of Sixth Form, Deputy Head of Sixth Form and Head of Year 12/13.
- To provide pastoral, administrative and practical support to individual students as required.

DIMENSIONS

- Students: Approximately 400 Staff: None

PERFORMANCE STANDARDS

- The Pastoral Support Assistant will be judged against the job description and any targets set as part of the appraisal process.

PRINCIPAL ACCOUNTABILITIES

Supporting a Holistic Approach to Learning

Key Aim 1: To ensure that learners are guided and supported in achieving their academic potential and ensuring personal development and well-being.

- Be a first point of contact for students' general enquiries

Support the promotion of good attendance and punctuality by:

- Issuing regular reports to tutors, Heads of Year and the appropriate members of the Leadership Team,
monitoring and intervening where attendance is concern
- Operating the first day absence reporting procedures (including ringing parents/carers as needed)
- Monitoring attendance on day-to-day basis and liaising with Heads of Year on any concerns
- Updating registers for students who are dual registered
- Managing absence authorisation process on a daily basis
- Processing leave of absence requests and sending emails to parents/carers

Manage the Year 12 Work Experience programme by:

- Supporting students in arranging placements
- Acting as Placements Coordinator on Unifrog, overseeing completion of forms by students, parents/carers and employers
- Acting as a point of contact for staff at placements
- Providing student references to employers as required
- Using Unifrog to monitor and evaluate the effectiveness of the programme

Support Heads of Year in providing programmes of specific guidance and support to individual students identified as at risk of underachieving by:

- Assisting in the distribution and analysis of data relating to attendance, punctuality and academic progress
- Assisting as directed by the Heads of Year, for example in fetching students identified for interviews, taking statements and other general administrative assistance
- Collating information for both internal and external meetings

Support behaviour management by:

- Producing regular reports on behaviour and sharing information with tutors and Heads of Year
- Administering and monitoring detentions
- Administering and monitoring signing in related to loss of home study privilege

Support the celebration of achievement by:

- Assisting the Heads of Year in initiatives to praise and reward students

Supporting Transition

Support the application process and admission of students into the Sixth Form by:

- Liaising with the Admissions team on sixth form admissions to Admissions+
- Requesting and reviewing references from schools currently attended by external applicants
- Arranging meetings for external applicants and organising tour guides
- Providing administrative support for the admission procedures, in particular checking results submitted by offer holders on GCSE Results Day and communicating with applicants

Support the induction of students into the Sixth Form by:

- Providing administrative support for Sixth Form Induction Day
- Sending out transition resources to anyone unable to attend Induction Day
- Co-ordinating production of the Sixth Form Student Handbook
- Liaising with IT and the Data team to set up email addresses for incoming students
- Finger scanning students to enable access to cashless catering
- Organising completion of the Student Agreement and hours of employment forms
- Organise and programme student lanyards for all students at the start of Year 12

Supporting Communication and Parental Involvement

Provide support for communications to parents by:

- Being the first point of contact for parents
- Telephoning and emailing parents, taking messages and other administrative support
- Sending out ParentMail communications to parents of Year 12 and Year 13
- Providing administrative support for events involving the Sixth Form (including Next Steps Evening, Year 12 Information Evening and open events)

Key Aim 2: To ensure that learners adopt healthy lifestyles, feel safe and adopt safe practices, enjoy their education, make a positive contribution to the community and prepare themselves for their future economic well-being.

Support Sixth Form wellbeing by:

- Working with Wellbeing, SEND and the Heads of Year to ensure students are supported appropriately
- Providing administrative support for activities during ETP, Current Issues, form time and assemblies
- Providing a listening ear for small scale worries or concerns and signpost as necessary.

Additional Duties

- Manage the 16-19 Bursary administration
- Administrative support for whole year group trips (in particular Year 12 university open day visit)
- Assist Finance with allocation of lockers

- Manage lanyards: order, programme and distribute of lanyards and cards for incoming Year 12; issue temporary lanyards daily to anyone who arrives at school without one
- Take registers for Year 12 and 13 classes as needed, usually when requested by Cover Officer
- Speak to students about the Dress Code, and record any sanctions imposed
- Access and check CCTV recordings as requested
- Participate in Sixth Form team meetings
- Assist with the overall work of the support team as required
- Promote and maintain a fit for purpose SFSC to include liaison with the Sixth Form student cleaner on duties and managing payments to the student cleaner
- Manage payments to the gate monitors

Self-Evaluation and Improvement

Contribution to whole school self-evaluation will take the form of:

- Being involved in whole school surveys
- Helping to develop and implement the Pastoral Support Team Improvement Plan
- Participating in the Appraisal process
- Participating in CPD activities

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

JOB DEMANDS

Experience

- Experience of working with or supporting young people (essential)
- Working within a team (essential)
- Understanding of - and work experience in - schools and education settings (desirable)

Skills/competencies

- The ability to be an integral part of a busy team in a fast-paced environment, working both collaboratively and independently (essential)
- Strong communication skills (essential)
- Excellent interpersonal skills (essential)
- Excellent organisational skills (essential)
- Strong attention to detail and a high level of accuracy (essential)
- Ability to respond flexibly and appropriately to unforeseen demands or events (essential)
- Understanding of - and respect for - the demands of confidentiality (essential)
- An understanding of and a commitment to the safeguarding requirements associated with the role (essential)
- IT competency (essential)
- Use of Google products to a competent level (desirable)
- Use of SIMS (desirable)

HOW TO APPLY FOR THE ROLE

Please complete the AHS application form and include a covering letter

Applications can be:

- e-mailed to: hr@ahs.bucks.sch.uk or
- posted to: Mrs Lisa Greenway, Finance & Operations Director, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: 22nd March 2024

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.