

Job Description and Person Specification

Job details	
Job title	Sixth Form Support Officer
School	Diss High School
Location	Walcot Road, Diss. IP22 4DH
Grade	Grade F
Responsible to	Director of Sixth Form
Responsible for	None
Effective date	1 st September 2021
Role and context	
Job purpose The function of this role is to provide support in terms of liaising with students, parents, visitors, suppliers and staff, to ensure the smooth running of the sixth form.	
Context Job Family: Administration	
Other Job Information (e.g. any special factors or constraints) The job holder will have access to sensitive confidential information about students.	
Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Administration and organisation	
To be first and main point of contact for any enquiries about Sixth Form, relaying promptly any telephone or email messages.	1
To liaise as required with school staff, parents, and students, etc.	2
To support the Sixth Form team in various ways in planning and running events such as Open Evenings, Year 11 interviews, Induction Days, Results Days and, tours of Uplands House.	3
To assist in the organisation and running of the Sixth Form Enrichment Programme.	4
To assist in the UCAS application process.	5
To liaise with 6 th Form Committee– e.g. In planning and delivering Charity Week, elections and, notices to students.	6
To promote the bursary scheme amongst students and liaise with Finance to ensure it is properly utilised.	7

To undertake general duties of an administrative or organisation nature and any other duties that are within the scope of the post as determined by the Headteacher or senior member of staff.	
Attendance	
To monitor and record absences using the school IT platform and contact absent students by text.	1
To monitor and record Sixth Form students undertaking private study & report to form tutors	2
To regularly monitor and report on Sixth Form attendance.	3
Student Support	
To be able to deal sensitively with anxious, distressed students, referring onto other staff as/when required.	1
Supporting Sixth Form team in 1:1 support of students with mental health issues.	2
To monitor the use of private study rooms in Uplands House.	3
To meet regularly with students identified as requiring 1:1 subject mentoring.	4
Person specification	
Qualifications	
<ul style="list-style-type: none"> • NVQ 3 or equivalent in relevant discipline or equivalent experience. • Good numeracy/literacy skills/GCSE (or equivalent) Maths and English. 	
Experience	
<ul style="list-style-type: none"> • Experience of development, management and operation of administrative/ organisational procedures. 	
Skills/knowledge	
<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/codes of practice/legislation. • Excellent ICT/keyboard skills. • Ability to relate well to children and adults. 	
Person specification (continued)	
Skills/knowledge (continued)	
<ul style="list-style-type: none"> • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to self-evaluate learning needs and actively seek learning opportunities. 	

General information	
<ul style="list-style-type: none"> • The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job. 	

- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.