



FINHAM PARK
SCHOOL

JOB DESCRIPTION

Sixth Form Study Centre Manager

Job Description for: Sixth Form Study Centre Manager
Salary Level: Grade 5
Responsible To: Operations Manager
Hours: Full-time – 37 hours per week, term time only, plus three week
Base School: Finham Park School

Job Purpose

To provide pastoral assistance to Sixth Form students and to support them in their studies.
To develop student study skills and monitor enrichment activities to support students' academic performance.
To provide management and administrative support to the Sixth Form as directed by the Assistant Headteacher (Post-16).

General Duties

- To support the school and undertake reasonable duties where required.
- Adhere to school policies and procedures as set out in the Staff Handbook or other documentation available to all staff.
- To actively support the school's vision and core values.
- Work within the school's health and safety and safeguarding policies and to promote diversity and equality across the school.
- Maintain high standards of attendance, punctuality and appearance and conduct positive and courteous relationships with student's staff and parents.
- To be flexible and be willing to adapt to the evolving needs of the school.
- To support in the administration and coordination of major school events such as Open Evenings, Graduation, SSCOS and Rewards Events.
- To take responsibility for being on the school 'late gate at the start of each day and reporting to the relevant Assistant Head of Sixth Form

Specific Responsibilities



- To support the Sixth Form leadership team in the daily running of the Sixth Form
- To oversee, register and supervise the students during study periods to ensure study is taking place and be a strong presence based in the Sixth Form main Study Centre during lessons.
- To support the Assistant Headteacher (Post-16) in ensuring students are using the 'Post-16 Cycle of Learning', ensuring students are robustly monitored and tracked in accordance with the required standards during study periods.
- To liaise with the Assistant Headteacher (Post-16) and library staff to keep the Sixth Form Study Centre updated with relevant resources and reading material.
- To support, where directed, students on report or in need of additional mentoring.
- To liaise with stakeholders as required regarding pastoral matters, including support required for SEND students.
- To support with the careers process at Post 16 (UCAS, apprenticeship and college applications, work experience etc).
- To liaise with mentors and teaching staff to provide excellent support for students
- To follow up on matters relating to the attendance and punctuality of Sixth Form students, supported by the Sixth Form Admin and Attendance Team.
- To maintain student files and support in the administration of Sixth Form applications and trips.
- To support the administration of Bursary applications and delivery.
- To support with the general administration of the Sixth Form as directed by the Assistant Headteacher (Post-16).

Line management duties and responsibilities

- To line manage up to four associate members of staff as directed.

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description.

Signed:

Print Name:

Date:

