



# BISHOP ULLATHORNE CATHOLIC SCHOOL

## JOB DESCRIPTION

<b>Post title:</b>	<b>Sixth Form Liaison Officer</b>	<b>Grade 6</b>
<b>Work pattern:</b>	<b>37 hours per week working Monday to Thursday 8am to 4pm and Friday 8am to 3.30pm with half hour for lunch each day for 39 weeks of the year.</b>	

### Job Purpose

To be responsible for managing the care, guidance and support of students and liaising with the Assistant Headteacher (Post 16) with overall responsibility for the students in this phase.

### Description of Duties and Responsibilities

#### Main duties and objectives:

1. Be responsible for promoting good attendance and punctuality of the students by
  - setting attendance targets for the Year 12 and Year 13 and for individual students
  - using school data to monitor and mentor individuals and groups, so that they meet the high expectations of the 95% attendance
  - Working with parents and other outside agencies where appropriate.
2. Support the Assistant Headteacher (Post 16), tutors and subject staff to promote positive relationships between students and between students and teachers. Be responsible for recording, supporting and initiating strategies to help students' social development.
3. Monitor and mentor individual students in danger of becoming disengaged and liaise with the tutor, careers advisor, training providers and other agencies as appropriate.
4. Take responsibility for every day contact with parents, in liaison with the tutors, record parent contact and communicate issues to the appropriate staff, for action where necessary. Make home visits or meet with parents on site as appropriate.
5. To use the data analysis relating to Year 12 and 13 to help support the intervention strategies.
6. Make an active contribution to whole school initiatives to give students a voice in their teaching, learning and welfare including assisting with the organisation of the Leadership Council.
7. Be responsible for the positive transition of students who arrive mid year, liaising with the Headteacher, parents, subject staff, tutors, and other staff as appropriate and organising student support.
8. To supervise the Sixth Form study area whilst providing support and advice
9. Attend line management meetings and briefings in liaison with the Assistant Headteacher (Post 16).
10. Be responsible for the monitoring and mentoring of Post 16 Looked After Children including liaison with the Education Access, Foster parents/carers, Social Workers and other agencies as appropriate. Manage the Personal Education Plans of Looked After Children and lead the meetings in conjunction with the SLT member responsible for looked after children and the SENCO.
11. a) Contribute to events such as parents evenings/progress days and assist the Assistant Headteacher (Post 16) and Leadership Group to organise the events.

b) Develop the celebration of the Sixth Form achievement and their community contribution at a designated event.

c) Working with the Assistant Headteacher (Post 16), develop a school Alumni Network.

Note about Year Events.

The Sixth Form has a number of special calendared activities, which will require the Sixth Form Liaison Officer to contribute, with the Assistant Headteacher (Post 16) and the tutors. Some needs may be cross-phase and the Sixth Form Liaison Officer and Pupil Support Managers are expected to work together or, through negotiation with the Assistant Headteacher (Post 16), to take a specific responsibility, which is cross phase. For example, Looked After Children may become a cross phase activity. Some Year events remain the same each year, others may develop and change.

12. Refer child protection concerns to the named person for Child Protection.

13. Contribute to Common Assessment Framework Processes including identifying students causing concern, meeting with parents/carers, organising multi-agency meetings in school to support the student and attending focus group meetings and core group meetings as appropriate and in liaison with the Learning Manager and the named person for Child Protection.

### **Specific duties**

#### **Administration and typing**

- General administration and typing including letters, emails, completion of references for students and correspondence with students, parents, colleges and universities.
- To assist with the timely return of UCAS forms.

#### **Attendance and punctuality**

- To make first day absence calls.
- To monitor the daily attendance and punctuality of Sixth Form students and produce weekly data.
- To make effective use of relevant ICT software to log information ensuring student records are kept up to date.

#### **Examinations**

- To liaise with the Examination Officer to ensure special consideration for Sixth Form students are organised.

#### **Meetings**

- To support and participate in key Sixth Form Events such as Parents' Evening, Sixth Form Induction Events, Information evenings and GCSE and A Level Results day etc.

#### **Pastoral**

- To provide pastoral support to students who have been identified as needing extra guidance.
- To mentor students experiencing difficulties.
- To support personal development and welfare of identified vulnerable students.
- To encourage and motivate students' involvement in key events, the enrichment programme, super curricular activities, work experience and with the running of the Sixth Form leadership team.

#### **Study supervisor**

- To oversee student independent learning area.
- Follow up absence from lessons and study periods using the established Sixth Form procedures.
- Uphold the school culture including Sixth Form dress code and the Sixth Form environment.
- Liaise with external partners (e.g. consortia schools, enrichment providers etc.).

**Undertake such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.**



