

Sixth Form Study & Guidance Coordinator – Job Share (pm) Job Description

2½ to 3 hours per day (term time only + 1 week)

- To monitor the Sixth Form study area, provide guidance to students on how to best use the facility and ensure an appropriate study environment is in place
- Ensure a good work ethic prevails in the study area and students are “on task”
- Monitor sixth form attendance in lessons and in the study area including spot checks, chasing students, calling parents and arranging meetings if necessary
- Ensure afternoon registers are updated on the student database (SIMS)
- Support the Academy in maintaining high standards of student behaviour

- Assist in the Sixth Form enrolment process with administration and help ensure students entering into Year 12 and Year 13 register onto appropriate courses at enrolment
- Support with other administrative matters such as student bursaries, book deposits etc.
- Attend appropriate meetings and liaise with other members of the Sixth Form Management Team
- Provide mentoring support to enhance student retention, achievement and progression
- Other duties as may reasonably be required for this post