

## **HORSFORTH SCHOOL**

### **Job Description**

**Job Title:** Attendance and Study Support Officer (Sixth Form)

**School:** Horsforth School

**Pay Band:** C1 TTO plus 5 days (£23, 834 to £25, 855)

**Responsible for:** The attendance and study support of the Sixth Form

**Responsible to:** Assistant Headteacher: Director of Sixth Form

#### **Role:**

This role has arisen as The Sixth Form at Horsforth continues to grow, with a 15% increase in student numbers from the previous academic year; the long-term vision is to increase student numbers to 400+. To support this, we are looking for someone who has the drive and experience to help drive its growth alongside the Director of Sixth Form. Our aim is for The Sixth Form at Horsforth to become the ultimate post 16 provider in the North West of Leeds. If you aspire to work in a thriving team, helping students and supporting them ready for their next steps post-18, we want to hear from you.

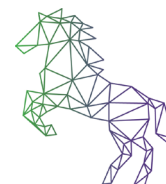
*Directed Study lessons are added to all Sixth Form student timetables for 5 hours a fortnight, lasting 1 hour each. The sessions are designed to facilitate student learning away from their subject lessons, giving them the opportunity to consolidate and/or complete additional work/homework in preparation for their next lesson.*

The **Attendance and Study Support Officer (Sixth Form)** will manage and lead on the following areas:

1. Lead on attendance of the Sixth Form, working alongside the Pastoral Support and whole school Attendance Officer to help regulate and monitor student attendance and punctuality in-line with the Sixth Form Attendance policy
2. Oversee the Directed Study lessons for Year 12 and 13 students; ensuring students are academically supported in their study sessions
3. Monitoring and supporting student progress

#### **Main responsibilities include:**

- Monitor daily attendance and punctuality of Sixth Form students
- Coordinate effective communication with parent/carers working closely with the Sixth Form Administrator
- Attend panel meetings (attendance) to help support positive relationships with parent/carers and students, ensuring any absence is minimised
- Assist, advise and provide support for individual students, as appropriate
- To support collating work for students



- Provide class and sometimes one-to-one support for students to monitor progress and outcomes
- Liaise with subject and other staff regarding student support requirements
- Regulate the directed study resource bank to ensure students have accessibility in their non-contact/directed study periods to adequate teaching material
- Facilitate positive relationships with students to maximise outcomes
- Assist students to use equipment/resources effectively
- Maintain a learning environment in which the student can work effectively
- Have a calm and approachable manner to communicate well with Sixth Form Students
- Working co-operatively with other employees to support their activities
- Duty to safeguard and promote the welfare of children and young people
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

### **Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to additional duties not listed above but that are appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.