



Churchill Community College

Teaching and Learning Family

Job Description		
Role Title	Typically reports to	
Sixth Form Progress Tutor	Assistant Headteacher (Head of Sixth Form)	
JE Code	Grade	Date of profile
D173	6	17/05/2023
Purpose of the role (job statement)		
<p>To work under guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.</p> <p>To provide students with pastoral and academic support including those with SEND.</p> <p>To track attendance concerns and to liaise with home to improve overall attendance and student learning.</p>		
Main Duties:-		
<u>Support for Students</u>		
<ul style="list-style-type: none">● Assist with the development and implementation of learning support plans for students with SEND.● Establish productive working relationships with students, acting as a role model, and setting high expectations.● Promote the inclusion and acceptance of all students within sixth form.● Bespoke support to students both pastorally and academically whilst recognising and responding to their individual needs.● Encourage students to interact and work cooperatively with others and engage all students in activities.● Promote independence and employ strategies to recognise and reward achievement of self reliance.● Collate feedback from staff in relation to progress and achievement.● Supervise students during their study periods.● Oversee attendance monitoring and tracking to support the students' learning, calls home and parental meetings.● Year 11 Transition (Day in the Life and Transition Week).● Supportive Progression Programmes including SMF, Nuffield, Bitesize, Summer Schools etc.● Planning and supporting both GCSE and A-Level results days in August.● Compass+ including updating Gatsby benchmarks and attendance at events etc.● Post 18 destination (UCAS support, personal statements, Connexions appointment organisation, transition to university, mock interviews, UCAS applications and careers fairs)● Bursary applications		
<u>Support for the Teacher</u>		
<ul style="list-style-type: none">● Provide objective and accurate feedback and reports, as required, on student progress.● Be responsible for keeping and updating records, as agreed with the Head of Sixth Form, contributing to reviews of systems/records, as requested.● Promote positive values, attitudes and good student behaviour: dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.		



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- Liaise sensitively and effectively with parents/carers, as agreed with the Head of Sixth Form, within your role/responsibility and participate in feedback sessions/meetings with parents or as directed.
- Bespoke department and subject support with guidance from the class teacher.

Support for the College

- 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.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/ professionals in liaisons with the teacher/Head of Sixth Form, to support achievement and progress of students.
- Attend and participate in regular meetings.
- On a daily basis monitor attendance and check registration completed by teaching staff and follow up on absentees with phone calls home; track trends over time and work in conjunction with the Assistant Headteacher to support students.
- Participate in training and other learning activities, as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate.
- Lead, organise and supervise students on visits, trips and out of school activities. Supervision of events may be both during and out of school hours, as required.
- Organising and overseeing guest speakers and assemblies.
- Attend Careers Fairs to promote the college Sixth Form provision.

Responsibilities:-

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security,
- Be aware of confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required



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Person Specification – Teaching Assistant Supporting and Delivering Learning General Grade 5			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	• Can use ICT effectively.	E	A I
	• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation to Key Stage 5.	D	AI
	• Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies.	E	A
	• Ability to self-evaluate learning needs and actively seek learning opportunities.	E	A I
	• Ability to relate well to young adults in a post-16 setting.	E	AI
	• Work constructively as part of a team.	E	AI
Qualifications and Training	• Current NVQ level 2 in English and Maths or equivalent <u>and</u> experience in relevant discipline/job role	E	A
	• Appropriate first aid training.	D	A
Experience	• Experience of working with children in a school setting.	D	A I
Disposition	• Able to work on own initiative and as part of a team with minimal supervision	E	I
	• A friendly, positive and flexible approach	E	A I
Conditions of Service			
National Joint Council			

Signature of post holder _____ Date ____ / ____ / ____

Signature of headteacher _____ Date ____ / ____ / ____

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.