



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title:	VI Form Support Assistant
Line Manager:	Assistant Principal: Director of VI Form
Salary:	NJC Scale Point 16 to 19
Hours/weeks:	37 hours per week, 39 weeks per year (term time plus one week) Monday to Thursday: 8.00am to 4.00pm Friday: 8.00am to 3.30pm

Job Purpose:

To work alongside and assist the Head of VI Form with various administrative duties, including monitoring attendance and progress. This role will also involve some intervention and monitoring of students to support their academic progress.

Main Duties and Responsibilities:

Administrative:

- To organise and collate the VI Form prospectus.
- To analyse and produce information on the destination of students upon leaving the VI Form.
- To support the organisation of VI Form events, for example, parents' information evenings, awards evening, the prom, induction and Olympics.
- To be responsible for the signing in/out procedures and to keep accurate records of this information
- To track the weekly attendance figures of individuals and form groups.
- To support the organisation of, and evaluate the feedback of information gathered from stakeholders.
- To support the tracking of student data to identify and evaluate the progress of individuals.
- To help organise and liaise directly with external agencies to support VI Form PSHCE and Citizenship.
- To support the management of online UCAS applications, tracking and checking students' applications and the inputting of school's references in line with internal and external deadlines.
- To help manage the VI Form application process, dealing with students' applications, option choices, the organisation of interviews and offer letters.
- To oversee any letters required to be sent to stakeholders, as directed.
- To support the management, collation and organisation of information required to be submitted by students, for example, external trips/visits.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To organise trips and visits for the VI Form including booking transportation and tickets, and submitting trip paperwork in accordance with academy procedures
- To maintain the filing of information, including student files.
- To act as an administrator of the UCAS system to assist with the organisation and processing of applications as directed by the Director of VI Form including proof-reading applications and references

Pastoral:

- To liaise directly with students regarding attendance and absences.
- To support the academic mentoring of designated students in the VI Form.
- To manage the VI Form Private Study periods and the attendance and behaviour of students in these sessions
- To manage the VI Form provision including the common room and associated areas to ensure that students behave in the manner expected of them
- To have contact with students regarding the progress of their UCAS application and to maintain accurate records of their progress.
- To liaise with students regarding information received from their subject teachers.
- To consistently enforce the ethos and expectation of the students in the VI Form.
- To supervise the reception area of the VI Form provision in order to ensure the safeguarding of the provision

Other:

- Deal with incidents of First Aid as a qualified First Aider and attend training as required
- Maintain confidentiality at all times.
- Responsibility for safeguarding and promoting the welfare of children at the Academy. The Board of Directors is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To comply with academy policies and procedures including those related to pastoral provision.

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- To carry out other relevant duties as may be reasonably requested by the Principal, Leadership Team and Board of Directors commensurate with the pay and grade of the post.

Signature of Post holder:

Date:

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