



Every Student Thriving

JOB DESCRIPTION

POST:	Assistant to Head of Sixth Form
GRADE:	Range 3
PATTERN:	37 hrs/wk, 38 weeks per year (plus up to 2 inset days on a timesheet basis)
RESPONSIBLE TO:	Head of Sixth Form

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Job Purpose

To provide confidential administrative support to the Head of Sixth Form and to work with Post 16 students and parents to facilitate a high quality experience by monitoring and mentoring students and supporting their wellbeing and behaviour.

DUTIES AND RESPONSIBILITIES

- Provide confidential secretarial and administrative assistance to the Head of Sixth Form as required.
- Supervision of the Sixth Form Study Centre to maintain an effective working environment.
- Monitor the attendance and punctuality of Sixth Form students
- Assist the Head of Sixth Form with the UCAS process including checking student application information, processing of UCAS references, proofreading personal statements and assisting with student and parent enquiries throughout the process.
- Assist with the sixth form recruitment process throughout the academic year including administrative support for Into the Sixth open evening, support with managing the

Applicaa database, managing email enquiries, arranging interviews for external students and assisting with induction days.

- Produce the Sixth Form Handbook, the Sixth Form prospectus and other associated booklets for students and parents.
- Assist in the organisation of consultation evenings, Year 13 Leavers Day and any others as and when they arise.
- Collate and display sixth form attendance and behaviour statistics to be shared at sixth form parents' evening
- To manage and monitor the allocation of flexi periods
- To oversee and monitor student community service
- To oversee and monitor peer mentoring
- To assist with booking and organising speakers as part of sixth form Cit Com lessons and provide administration for other speaker opportunities
- Administrative tasks associated with organising visits and trips to Higher Education Open Day events and others as required.
- To maintain the Sixth Form areas of the school website
- Deal with day-to-day student and parental enquiries.
- Maintain the online filing system.
- Deal with telephone and other enquiries daily.
- To maintain and keep updated the various sixth form noticeboards
- Undertake additional tasks as required by the Head Teacher and Head of Sixth Form

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

April 2025