

St Edmund Campion Catholic School

Job Description

POST:	Post 16 Co-ordinator
RESPONSIBLE TO:	Director of Post 16
SALARY:	(MPR/UPR) + TLR 2B
KEY RELATIONSHIPS:	Senior Leadership Team, Director of Post 16, Heads of Year, Pastoral Assistants, Form Tutors
LOCATION:	St Edmund Campion Catholic School, Erdington
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<div><div>1. Regularly supervised with work checked by supervisor</div><div>2. Left to work within established guidelines subject to scrutiny by supervisor</div><div>3. Plan own work to ensure the meeting of defined objectives</div></div>

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

Core Roles and Responsibilities:

- Ensure that the Gospel values and Catholic mission of the Church are implemented in the sixth form in conjunction with the Director of Sixth Form, the Senior Leader in charge of Catholic Life and the chaplaincy team
- To deputise for the Director of Post 16 as appropriate
- To work closely with the Director of Post 16 and the sixth form team in securing excellent academic outcomes for all students regardless of background through:
 - Liaising regularly with subject leaders and hold meetings with them to monitor progress and outcomes
 - Implementation of a comprehensive intervention programme for underperforming students e.g. Key Marginals
 - Targeted improvement of students' learning habits and study skills so that they are fully equipped to access the demands of the curriculum through a focus on the VESPA model
 - Keeping abreast of the internal assessment processes and analyse internal data effectively
- To deliver Post 16 assemblies as directed
- To support with the planning for all Sixth Form Recruitment events e.g. taster days, Parent's Information Evenings and Open Evening
- Create and foster a positive culture, ethos and environment within the Sixth Form so that all students feel valued and can contribute to its success. Encourage students to contribute to the wider school community and hold themselves as role models for the younger pupils in school
- To monitor those students at risk of being NEET using the RONI tracker identifying strategies to secure positive academic outcomes
- As part of the post 16 team ensure that standards around student behaviour, attendance and dress code in the Sixth Form are high, ensuring that the relevant interventions are implemented to secure this.
- To support with all academic enrichment and social mobility programmes including those on Curriculum enrichment days
- To monitor and organise the Extension Studies programme
- To lead student voice meetings and liaise with the SLT and Director of Sixth Form to implement changes as necessary
- To support with the transition of Year 11 students joining Year 12 - including the bridging Work programme, Masterclasses Day and one-to-one interviews - and Year 12 students moving into Year 13.

Teaching

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy
- Participate fully in the school performance management processes

Professional Responsibility

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Support in whole school monitoring of the quality of teaching and learning and in the implementation of effective CPD
- Ensure that all leadership policies and strategies are positively supported and implemented as directed
- Be an enthusiastic and positive role model, with excellent work ethic, efficiency and accountability in line with that of a leader in the school. Set and meet high standards for self, staff and pupils meeting the expectations set by the Headteacher and governing body
- Take a strategic role as a middle leader to role model outstanding teaching and learning and role modelling this for staff.
- Create a positive culture of high achievement and standards across the school and in all aspects of school life.
- Take pride in and reward the achievements of staff and students.

- Report to SLT and governing body as required
- Undertake all reasonable duties as directed by the Headteacher or Deputy Headteachers (including after school events)

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant CRB checks.

Person Specification – Post 16 Co-ordinator

Experience and Qualifications

	ESSENTIAL	DESIRABLE
Qualified Teacher Status	√	
Effective classroom practitioner	√	
Evidence of having made a difference to raising standards	√	
An understanding of the Catholic values of the school and school mission statement	√	

Skills and Abilities

	ESSENTIAL	DESIRABLE
Team player	√	
Positive attitude to students, staff and families	√	
An ability to communicate well to parents, pupils and staff	√	
Good ICT, literacy and numeracy skills	√	
Good interpersonal skills	√	
Good personal organisation	√	
Enthusiastic approach to school life	√	
Ability to cope under stress	√	
Ability to learn from others	√	
Ability to see and articulate bigger picture		√

Knowledge and attitudes

	ESSENTIAL	DESIRABLE
Willingness to learn and develop	√	
Knowledge of post 19 transition to employment or higher education		√
An understanding of how to use academic data to implement effective interventions	√	
Enthusiasm and positive work ethic	√	
Have a commitment to promoting and safeguarding the welfare of children	√	
Forms good relationships with students, parents and staff	√	
Self-motivated	√	
High commitment to ensuring pupil success	√	

Consistently high expectations of all pupils in meeting school standards	√	
Creative solutions to problems	√	
Personal commitment to CPD	√	
A willingness to deliver, participate in and promote activities beyond the Academy	√	
A willingness to deliver and participate in extra-curricular activities		√
Good attendance record	√	
Good understanding of issues regarding improving standards	√	
Can work with other colleagues to secure good outcomes	√	
Can manage collegiality and accountability	√	
Can stretch and professionally challenge other colleagues	√	
Always models high standards of professionalism	√	