



## The Harvey Grammar School

**Sixth Form Learning Support Manager (37 hours per week, 45 weeks per year)  
8.15am to 4.30pm (including lunch break)  
HGSP1 (£22,151 - £24,005)**

### Job Description

**LINE MANAGER: Assistant Headteacher**

#### AIMS OF THE POST

- To support all aspects of the academic and pastoral development of Sixth Form students

#### SPECIFIC RESPONSIBILITIES

- Day to day management of the Sixth Form Centre
- Assisting students in their use of the Centre and its facilities by answering enquiries, advising and facilitating independent student study
- Liaison with the school office to ensure good communication between the school, Sixth Form students and their families
- Liaise with the Assistant Headteacher to produce termly reports on the academic progress of Sixth Form students highlighting any causes for concern to House teams
- Monitor completion of the termly data input for Sixth Form students and prompt where necessary
- Ensure that Sixth Form students have appropriate target grades in the system for all academic subjects
- Liaising with the Assistant Headteacher to ensure completion of assigned tasks associated with the UCAS process
- Monitoring Sixth Form attendance, highlighting to House teams when attendance is a cause for concern
- Ensuring that Sixth Form lesson registers are completed by teaching staff in TALISMAN
- Assisting House teams in contacting students and parents/carers to follow up attendance issues
- Liaising with the Folkestone School for Girls to request reports, attendance data and other relevant information for Sixth Form students
- Proof reading of reports from Folkestone School for Girls and ensuring these and relevant progress data are added to TALISMAN
- Assist the Deputy Headteacher in the creation and implementation of the Sixth Form induction timetable
- Maintenance of notice boards in the Sixth Form Centre
- Liaising with the Finance Office in the administration of the Sixth Form Bursary Fund

*June 2017*