

Job Description

Job title	6 th Form Private Study Coordinator Monday-Friday 8.30-3.30 including half hour break plus the last 2 weeks of the summer holidays (10 days)	Grade	LBR5
School	Valentines High School		
Reports to	Assistant Headteacher i/c Sixth Form		
Main duties and responsibilities			
<ul style="list-style-type: none"> • To support in the running of a Year 12 form group • Monitoring of attendance • Lead on 6th form absence procedures • Dealing with punctuality issues • Keep register up to date with sixth form administrator • Ensure N codes for Houses are cleared in a timely manner • Support in the smooth running of detention systems and follow up • Distribution of detention slips on behalf of Assistant Head of 6th form • Ensuring all students are wearing ID badges • Ensuring students adhere to the sixth form dress code • Admin support for sixth form including recruitment and applications processes • Admin support for sixth form enrolment days including SIMS input • Assisting with administration tasks during the last week of summer holidays including taking and monitoring all calls • Admin support for sixth form visits and trips • Admin and organisational support for the Head of 6th form • Filing for Heads of House on a weekly basis • Other Head of House administration duties as required <p>Support the School</p> <ul style="list-style-type: none"> • Attending regular whole school and department meetings and briefings. • Undertake and implement any professional training expected. • Be aware and adhere to any school policies and procedures. • To respect the confidential nature of information relating to the school and its students. • Contribute to the overall ethos/work/aims of the school. • Assist with the supervision of pupils out of lesson times where required. • Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. 			