



## **West Hatch High School**

***a Specialist Business and Enterprise School***

**"THE BEST THAT I CAN BE"**

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

### **SIXTH FORM COORDINATOR**

**Required ASAP**

**Scale 6, point 13 - 17**

**(Full Time Equivalent, £28,163- £30,060 + £1013 Fringe)**

**37 hours per week**

**40 weeks per year (Includes one-week holiday work and one week CPD)**

**Actual Salary Pro Rata £25,269 - £27,295**

**Part time applications to form a job share will be considered**

Are you prepared to work hard with exceptional young people and staff who are committed to going the extra mile?

We are seeking to appoint an outstanding innovative Sixth Form Coordinator to work in the Sixth Form area and support our students on their journey through Sixth Form.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff.
- Flexible working requests will be considered.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

Further details about this post and an Application Form are available by visiting our School website at [www.westhatch.net](http://www.westhatch.net).

If you require additional information please contact [recruitment@westhatch.net](mailto:recruitment@westhatch.net)

Closing date: Wednesday 26<sup>th</sup> March 2025 12pm

Based on the quality and quantity of applications received, West Hatch High School reserves the right to close this vacancy sooner than the specified closing date.  
Therefore, early applications are encouraged.



# West Hatch High School

## **JOB DESCRIPTION:**

Sixth Form Coordinator  
Scale 6, points 13 - 17

**Responsible to:** Headteacher

**Line Manager:** Sixth Form Assistant Headteacher

## **Purpose of Post:**

To provide administrative support to the Sixth Form and support the development and promotion of the school.

## **Main Duties and Responsibilities:**

- Provide admin support for the Sixth Form Assistant Headteacher – Raising Standards Leader KS5 and Head of Sixth Form
- To be responsible for the input and maintenance of all Sixth Form pupil data on the school database, ensuring it is accurate and fit for census.
- Maintain all paper-based pupil records including archiving.
- Organise and co-ordinate Sixth Form activities and events, including, Open Evening, Induction, taster days and Yr12/13 Parents evenings.
- Administration function of the UCAS process and prepare UCAS references
- Liaise with the Assistant Headteacher – Raising Standards Leader KS5 regarding admissions and enrolment and provide effective administrative support
- Co-ordinate and attend Sixth Form results day, enrolment day and surgeries, assisting with the issuing of relevant paperwork
- To be proactive in addressing student behaviour, conduct, appearance, punctuality, attendance and adherence to school policies, producing reports as required.
- Monitor student's attendance and behaviour in the Study Centre and Common Room, so that they attend as required and all others present in the rooms are able to work/relax in a calm atmosphere without hindrance.
- Input SLASC data, generating Guided Leaving hours for each student.
- Responsible for sixth form students pastoral support provision/student welfare.
- Monitor and mentor A-Level students tracking progress, attendance. HE/UCAS, CV writing, general support.
- Co-ordination of Sixth Form events in conjunction with the Assistant Headteacher Key Stage 5 Leader, for example Open Evenings.
- Organisation and preparation of Year 11 transition interviews.
- Maintain records regarding systematic tracking of academic performance and intervention.
- Provide support and guidance to students who are struggling with attendance, organisation and other work related or personal matters.
- Produce weekly figures showing those needing sanctions or other action as soon as possible at the end of the school week and meet students where issues arise.
- Attend case conferences and multi-agency meetings.

- Support decision making on student bursary payments taking regard of student attendance.
- Liaise with the SENCO re: students with SEND.
- Organise and monitor Sixth Form Work Shadowing, placements, and internships.
- Prospectus updating, amending, including photos and uploading to website, and the ongoing maintenance of the sixth form entries into the school website.

**Professional standards:**

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.
- Effective time management & planning
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

March 2023

## Person Specification

General heading	Examples	Essential	Desirable
<b>Qualifications &amp; Experience</b>	Significant experience in an administration role, preferably gained in an educational environment	✓	
	Good knowledge of school policies and procedures		✓
	Proficient in the use of office based IT systems e.g. Word and Excel	✓	
	Excellent literacy and numeracy skills	✓	
	NVQ level 2 in English or equivalent.		✓
	NVQ level 2 in Maths or equivalent.		✓
	Experience of Further Education systems and applications e.g. apprenticeships, UCAS etc		✓
<b>Communication</b>	Ability to complete basic forms and returns.	✓	
	Ability to exchange routine verbal information clearly with children and adults	✓	
	Seek support to overcome communication barriers with children and adults	✓	
	Ability to negotiate effectively to achieve best outcomes.	✓	
<b>Working with children</b>	Understand and implement the school's behaviour management policy, as required.	✓	
	Understand and support the differences in children and adults and respond appropriately	✓	
	Understanding of the learning experience provided by the school	✓	
	Understanding of the way in which children develop	✓	
<b>Working with others</b>	Establish effective relationships with those working in and with the school.	✓	
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
	Ability to make a distinctive contribution to the work of a team.	✓	
	Ability to provide timely and accurate information	✓	
<b>Responsibilities</b>	Good organisational skills and ability to remain calm under pressure.	✓	
	Ability to manage own time effectively	✓	
	Demonstrate a creative approach to work, as required by role.	✓	
<b>General</b>	Demonstrate a commitment to equality	✓	
	Basic understanding of Health & Safety	✓	
	Understand and implement Child Protection procedures, as required	✓	
	Understand and comply with procedures and legislation relating to confidentiality	✓	
	Demonstrate a clear commitment to develop and learn in the role	✓	