



WESTCLIFF HIGH SCHOOL FOR BOYS
JOB DESCRIPTION: SIXTH FORM PASTORAL TUTOR

1. To be responsible to the Director of Sixth Form (hereafter, the Director) for the administration and servicing of a range of functions bearing upon quality of provision and outcomes in the Sixth Form. To be based in the Sixth Form Building and to remain a physical presence in the Centre from 8.00am to 4.00pm (excluding lunch break).
2. To be responsible for the day-to-day monitoring of attendance and punctuality of the Sixth Form and for consequential intervention either directly or through Form Tutors and senior staff. To maintain figures on trends over time and to present these to pastoral staff in accordance with time schedules determined by the Director.
3. To assist the Director and Progress Leaders in reviewing academic data provided on Sixth Form students by subject teachers at known reporting times and to highlight any deviations from expectation (with reference to sources deemed appropriate).
4. To maintain and update precise records of courses being pursued by students and of their progress in courses and to ensure a continuing alignment between courses and a student's standardised points score (SPS) profile. This includes keeping a log of students who have requested changes to their courses and any resulting correspondence and actions, and where actions are made, ensuring that the Data & Finance Administrator and Examination Officer are informed.
5. To be responsible for the administration of the Wednesday Activities Programme – processing student choices, drawing up register lists and organising the registration of on-site students, making arrangements for the setting up and monitoring of off-site activities (e.g. volunteering in the community) and making known to the Director any deviation from expectation in terms of attendance or conduct. The Sixth Form Pastoral Tutor may also be required to engage in active supervision of off-site programmes.
6. To be responsible for the administration required by the UCAS and Apprenticeship processes, including:
 - in liaison with the Director, monitoring the progress of students via UCAS Apply and liaising with Form Tutors and reference writers accordingly;
 - organising mock interviews, including reciprocal arrangements with other providers;
 - arranging interviews between students and visiting advisers, and assisting the Careers Adviser in the provision of interviews and support for students in need of Work Experience or assistance with Apprenticeship applications;
 - organising Higher Education events, and providing administrative support to the Higher Education Co-ordinator, when reasonably requested;
 - keeping up to date records on the destinations of WHSB leavers.
7. To work with the Independent Study Supervisor to maintain an appropriate atmosphere in the Sixth Form Building, and registering the presence of students in Private Study. This will include implementing the agreed Discipline Policy on occasions when the Study Supervisor is not present, with the support of Progress Leaders and the Director.
8. To encourage students to make full and proper use of the Library and Sixth Form Study and to direct them towards appropriate books and resources.

9. As a Pastoral Tutor, to advise on personal or academic difficulties (keeping a note of conversations) and to refer cases onwards as appropriate when more specialist guidance is needed. The Tutor's involvement Safeguarding including the prevention (or reporting) of bullying (of whatever form) is particularly valuable. Where a student reports bullying (whether face-to-face or via electronic means) or other hateful, racist or sexist behaviour, to ensure that relevant Progress Leaders are kept informed and that up to date records of the matter and its treatment are kept in the Comment Database.
10. To aid in the performance of 8-10 above, the Tutor is advised to spend a significant proportion of each day (as determined by the Director) in the student areas of the building (particularly the cafe and forum) engaging in, and initiating, conversations with students.
11. To ensure that up to date records are kept on all pertinent medical and social matters affecting students (liaising with the SEND Co-ordinator where necessary), and that relevant staff are kept informed. During times of particular need, to keep in regular contact with student families affected.
12. To work with the Independent Study Supervisor to maintain attractive and up-to-date displays on notice boards in the Sixth Form Building and to ensure any abuse of the facilities is dealt with directly or referred to another member of the Sixth Form team (as appropriate).
13. To support a range of administrative functions related to the Sixth Form and, notably:
 - the organisation of Sixth Form Open Evenings;
 - the organisation of Sixth Form Induction – notably the two-day programme in the Summer, and the beginning of the Autumn Term;
 - the organisation of the Sixth Form during Enrichment Days;
 - observing trends on the Sixth Form Comment database on sanctions and rewards given to Sixth Formers, and drawing any issues to the attention of the relevant Progress Leader (or Director in the case of a database malfunction);
 - liaising with the Special Educational Needs and Disabilities Co-ordinator to ensure appropriate provision, and ensuring that relevant information is also passed to the Examination Officer and other staff;
 - assisting Progress leaders and the Director in arranging interviews with students (and, where necessary, parents) as appropriate;
 - assisting with the production of letters to sixth formers and parents (with particular regard to letters sent after reports have been analysed and those following Informal and Formal meetings with students), and ensuring that all correspondence is logged into SIMS;
 - making telephone calls to parents where reasonably requested by Progress Leaders or the Director;
 - proof-reading, suggesting amendments to, and arranging for the printing of, Sixth Form documentation;
 - recording and producing minutes for Sixth Form team meetings and any other meetings, as appropriate.
14. To undertake cover lessons (approximately 20 during the academic year) and supervision as required.
15. To undertake first aid training and responsibilities as required.
16. The position requires attendance during term time plus seven additional days during August to assist with the arrangements for A Level, GCSE results and Year 12 recruitment.
17. To undertake such other duties relating to the conduct and management of the Sixth or broader whole School issues as may reasonably be requested by the Director, the Director of Resources & Support Services, or the Headmaster.