

Pastoral Assistant - Sixth Form

School:	Collingwood College	Posted:	10th May 2019
Location:	Camberley, Surrey	Expires:	8th June 2019
Contract Term:	Permanent	Start Date:	12:00 AM
Salary:	15,320		1st September 2019
Hours:	Term Time	Job ID:	1045595



Collingwood College

Pastoral Assistant - 6th Form

30 hours per week, 40 weeks per year, including inset days.

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

We have an exciting opportunity for a Sixth Form Pastoral Assistant to join our team from September 2019. The successful candidate will play a lead role in the monitoring of attendance and academic progress of a cohort year 12 and 13 students as well as supporting the Head of Sixth Form in promoting the policies and practices which reflect the College's commitment to high achievement, effective teaching and learning and exemplary pastoral care.

You will be responsible for supporting students with university applications whilst providing Information, Advice Guidance for apprenticeship and employment opportunities. In addition, you will also be responsible for updating student records; supporting the delivery of the personal tutorial programme; supervising students with independent study; administering intervention and collating data relating to progress and attendance. You will be highly involved in Sixth Form events such as Open Evening; Enterprise Days and Parent Evenings.

The successful applicant will demonstrate excellent organisational and administration skills, be proficient with the use of IT programmes including MS Office and have outstanding communication skills. Relevant experience in a similar role will be an advantage, particularly if you have experience in guiding students through the UCAS progress.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced Disclosure via the CRB will be required.

Safeguarding Statement:

Collingwood College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.