

## JOB DESCRIPTION: Sixth Form Study Supervisor

PURPOSE:	To supervise and manage Key Stage 5 students in the 6 <sup>th</sup> form study centre.
RESPONSIBLE TO:	Assistant Headteacher (KS5)
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC 16-19 pro rata Starting Salary NJC 16 pro rata
WORKING TIME:	2 days per week, term time only Monday 8.15am – 4.30pm and Tuesday 8.15am – 3.30pm

### MAIN DUTIES

- Supervise a purposeful study environment and culture for learning in the Sixth Form Study Centre and ensure all students use the Centre and resources in the area in an appropriate, responsible manner
- Maintain registers of students during Supervised study periods.
- Challenge students who do not follow instructions regarding work ethic and conduct and liaise with Year Learning Co-ordinators of Year 12 and 13.
- Support Sixth Formers in developing effective study skills, independent skills and research skills
- Support the Sixth Form and Careers teams in promoting and displaying enrichment and HE/FE progression activities and study skills activities for KS5 and to maintain suitable books, journals and other HE/FE and Progression resources in the Sixth Form Study Centre
- Ensure all promotional display material is up to date and enhances the appearance of the Study Centre in order to provide an attractive environment conducive to purposeful study
- Evaluate the use of the 6<sup>th</sup> Form study centre and discuss possible improvements with other relevant staff
- Share in the recording and processing of 6th form attendance data eg monitoring and investigating first day unexplained absence, identifying trends and patterns and producing of weekly, monthly and other timely reports as required
- Assist the 6th form team in ensuring the accurate maintenance of data held in SIMS, and other data held in support of school management/admin
- Support the Sixth Form Administrator, Assistant Headteacher(KS5) and Year Learning Co-ordinators as required with photocopying and other administrative tasks
- Co-ordinate subject cover work from departments as required
- Undertake any duties that are in keeping with the post as may be determined by the Assistant Headteacher (KS5) and or / Headteacher

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

## **Person Specification – Sixth Form Study Supervisor**

- Committed to the learning and progress of students of all abilities
- Self-motivated and emotionally resilient
- Able to work in an organised and methodical way, prioritising needs and managing workload, working effectively and calmly under pressure
- Able to maintain confidentiality
- ICT literate, specifically in SIMs, Microsoft Word, Excel, Outlook, and Internet Explorer
- Good written and verbal communication skills
- Able to relate well to school staff, students of all abilities, parents and carers
- Able to supervise individual or small groups of students
- Experience of working in a school setting (Desirable)
- Willingness to support the faith ethos of the school (there is no requirement to be Jewish)
- Open and constructive, accepting of feedback and always willing to learn
- A 'can do' positive approach: energetic and enthusiastic with an excellent sense of humour
- Excellent attendance and punctuality record