Job Title: Sixth Form Study Support Supervisor
Salary: KR7
Responsible to: SLT
Contractual Hours: 30 hours per week, term time only (+ 2 INSET days)

➢ **PURPOSE OF JOB:**

➢ Oversee the effective use of the Sixth Form study facilities to ensure that students are engaged and maximising potential – particularly in private supervised study – and as part of the broader Sixth Form team.
➢ Coordinate and lead 1-2-1 and group mentoring of specific students to support improved outcomes

1. **PERSON SPECIFICATION:**

➢ Is dynamic, professional, positive and resilient.
➢ Has high expectations of both colleagues and students.
➢ Has a capacity for sustained hard work.
➢ Has strong organisational and interpersonal skills.
➢ Is self-motivated and can act independently on own initiative.
➢ Shows a passionate commitment to equality of opportunity for all students.
➢ Has a clear understanding of accountability and line management.
➢ Has a firm commitment to Continued Professional Development both for self and colleagues.
➢ Has a desire for pursuing a career in education.

2. **DIMENSIONS:**

No Budget
Responsible for students they are supervising

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher and Board of Governors.

3. PRINCIPAL ACCOUNTABILITIES:

- Supervise students in the Sixth Form Study Centre to ensure that the study area is a positive learning environment where IT equipment, books etc. are utilised in an appropriate and well-behaved manner.
- Ensure all promotional display material is up to date and enhances the standard appearance of the Study Centre, in order to provide an attractive environment conducive to achieving optimum use for purposeful study.
- Promote a positive environment for effective work ethic/engagement.
- Provide advice and guidance to students on appropriate research and study skills and techniques.
- Devise resources to aid revision and develop study skills and techniques.
- Devise resources to support the study skills and exam preparation elements of the school's Personal Development programme.
- Support the school's behaviour for learning policy by promoting positive and courteous behaviour by all students.
- Mentor students who request support for pastoral reasons.
- Provide academic and study mentoring for specifically identified students, monitoring their engagement, progress and performance. Providing weekly mentoring sessions, developing Individual Learning Plans in conjunction with teachers and subject leaders and liaising with parents and carers.
- Be proactive in maintaining contact with parents via email and telephone where there are any concerns raised and when updates are considered to be beneficial to students progress, and attend face to face meetings with parents and students to discuss support being offered.
- Devise Summer Holiday programmes for Year 12 students who perform poorly in PPEs.
- Devise and oversee an Academic mentoring programme where Y13 students mentor Y12 students.
- Provide exam invigilation for PPE exams where students have been absent during PPEs or are resitting exams.
- Liaise with AEN and the Exams Officer to ensure that special arrangements are put in place for students who need them and to ensure continuity of care on the transition to Sixth Form.
- Support identified students with UCAS applications – personal statements, interview prep, research.
- Attend and participate in team and staff meetings as required.
- Attend training and undertake appropriate professional development activities as required for the role, or as identified in professional development reviews or operational supervision.
- Understand the mental health needs of the students and attend Youth Mental Health training to support this.
- Train and act as an EPQ Supervisor for Year 13 students who have dropped a subject or have started the EPQ late.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.
- Any other duty according to the needs of the school and within the competence of the postholder commensurate with this level of post.

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4. SCOPE FOR IMPACT:

➤ The students should feel well supported in the case of teacher absence and feel able to make progress with their work, hence minimising the impact of the absence.

➤ Students will be well supported in their use of Private Study time, able to make progress with their work.

➤ Individual students identified for 1-2-1 support because at risk of underperforming will be supported in addressing gaps and improving work habits and routines to make further progress.

➤ This role is supportive of the school's drive to raise standards.

5. JOB CONTEXT:

Supervise
➤ Lessons, individual and small groups of students.

Provide Services
➤ To students, teachers, middle leaders and SLT.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

The Study Support Supervisor must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

To take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: Date:
Job Title

Agreed By: Date:
Headteacher