**6TH FORM STUDY SUPERVISOR**

**JOB DESCRIPTION**

**Hours of work:** 27.25 hours per week 39 weeks per year

**Salary:** Scale H3

**Reports to:** Head of Y12/Head of Y13/AHT KS5

**Purpose of post**

To supervise students in the 6th form study areas, supporting with study skills and giving careers advice as and when required.

**Main duties and responsibilities**

**Supporting the students:**

* To ensure that the 6th Form study area is conducive to productive learning.
* To support students with their learning by giving advice on study methods and skills.
* To mentor students with poor commitment to learning, students who are not meeting their target grades or students needing additional pastoral support.
* To answer questions on careers/UCAS/post-18 options and to instigate conversations with students to aid with their UCAS applications and career development.
* To establish a supportive relationship with the 6th Form students.
* To follow the Nower Hill Behaviour policy fairly and consistently.
* To plan and deliver talks, workshops and other activities for the 6th Form. This will commonly be during Supported Study sessions but may also be at other times.

**Supporting the 6th Form team:**

# To supervise the 6th Form study areas for periods 1-4 on three days each week.

# To contribute to the UCAS/Careers programme by carrying out one-to-one interviews

# To support students with poor commitment to learning by monitoring particular students on a daily basis.

# To provide regular feedback about the students and their progress in meetings with the Head of Y12 and Head of Y13.

# To implement the Nower Hill Behaviour policy in the 6th Form study areas and use the agreed sanctions to ensure excellent behaviour.

# To complete administrative tasks as and when required under the guidance of the 6th Form Administrator.

# Supporting the school:

1. To attend relevant in-service training.
2. To be aware of school procedures.
3. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
4. To safeguard and promote the welfare of children.
5. To be available for occasional evening events such as the 6th Form Open Evenings, the dates of which will be communicated in advance and if you are required, time will be taken in lieu at a mutually convenient time.
6. Assisting the school’s librarian with general library duties as and when required.

**General:**

* Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training.
* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
* To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
* Carry out such other duties within the post holder’s capabilities as may be reasonably requested, including administrative duties, in order to support the Heads of Year and the achievement and well-being of students in the 6th Form.

**PERSON SPECIFICATION**

**6TH FORM STUDY SUPERVISOR AND LIBRARY ASSISTANT**

**Essential:**

* Ability to advise 6th Form students regarding study skills and independent learning
* A supportive and approachable demeanour and the ability to relate effectively to 6th form students
* Ability to maintain boundaries with, and command authority from 6th Form students
* Willingness to develop own expertise
* Commitment to develop the ethos of the school in general and to promote 6th form achievement in particular
* Commitment to LEA and School Equal Opportunities Policy and practice
* Clear verbal communication
* Ability to communicate with a range of people including parents and other professionals
* Able to communicate clearly in writing
* Able to work well as part of a team, and independently as required
* An understanding of the use of ICT in the curriculum and a willingness to develop its use
* Good attendance and punctuality
* Willingness to undertake first aid training
* Some experience of working with children in an informal/formal setting
* Ability to be flexible

**Desirable:**

* UCAS/Careers knowledge and/or background