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| **JOB DESCRIPTION: Sixth Form Study Centre Supervisor** |

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| PURPOSE: RESPONSIBLE TO: SALARY/GRADE: WORKING TIME: | To supervise and manage Key Stage 5 students in the 6th form study centre.Director of Sixth FormWednesday and Thursday 8.30 am – 3.30 pm  |

**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, circulating the room regularly to ensure students are on task
* Maintain registers of students during Supervised study periods
* Ensure regular visits to the Mezzanine/outside spaces are completed to ensure students are using this area appropriately or to find students for the register for that lesson
* Ensure the IT facilities/laptops are present and in working order, contacting IT Help Desk if needed
* Ensure any stationery is available for students to use and re-stock as necessary
* Maintaining accurate safeguarding records for all students
* Challenge students who do not follow instructions regarding work ethic, conduct and mobile phone use in the study centre, and liaise with the sixth form coordinators and assistant directors of sixth form where appropriate.
* Support Sixth Formers in developing effective study skills, independent skills, creating study timetables and research skills through 1-1s or small group workshops
* Support the Sixth Form team 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 6th Form study centre and discuss possible improvements with the sixth form coordinators
* Support the Sixth Form coordinators, assistant directors of sixth form and director of sixth form as required with administrative tasks
* Coordinate sixth form support with lower school
* 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 Director of Sixth Form (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 growing Sixth Form 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.

Trinity School 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.

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| **PERSON SPECIFICATION: Sixth Form Study Centre Supervisor** |

* Committed to supporting 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, preferably in SIMs, Microsoft Word, Excel, Outlook, and Internet Explorer
* Good written and verbal communication skills
* Able to relate well to school students of all abilities, staff, 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
* 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

Signed …………………………………………………………………… Dated ………………………………………………