

**Job Title: Sixth Form Study Manager**

Pay: BAND D Por rata for Term Time only (End date 31st August 2023)

Hours: Monday to Friday

8am-4 pm

Responsible to: Deputy Headteacher: Director of Student Achievement and Standards

Director of Sixth Form

Responsible for: N/A

**Job Summary:**

* Oversee and deliver Sixth Form study, study areas and programmes ensuring its effective use by groups and individuals
* To work in innovative ways with individuals or small groups of identified underachieving pupils, assisting them to overcome barriers to learning.

**Duties and responsibilities:**

* Deliver a 40 hour Study Skills Programme to all Sixth Forms ensuring barriers to learning and progression are addressed.
* Supervise students in study areas and maintain high expectations of behaviour, productivity and independent working
* Supervise students in Independent Study and Study Support
* Promoting study skills, reading, wider reading and research skills across the Sixth Form
* Collating work for absent students and staff
* Provide support and structured sessions for subject withdrawal students individuals or small groups
* Cover registrations when required
* Cover lessons if required
* Accompany students on educational visits/ organise and support the co-curricular offer in the school
* Work with school staff and the individual pupils to be mentored, to agree targets and an action plan to improve the rate of progress being made in the pupils’ learning.
* Develop one to one coaching relationships with pupils to support them in overcoming the barriers to learning.
* Become familiar with and implement staff codes of conduct and relevant school policies including those for child protection, equal opportunities, inclusion, behaviour and homework.
* Work closely with the school staff to ensure that coaching activity supports and is complementary to existing structures and procedures.
* Supervise programmes of activities that enhance the learning of the identified pupils by working with them in small groups or individually outside formally timetabled classes.
* Supervise weekly coursework catch-up sessions for small groups of pupils.
* Participate in off-site educational activities when deemed necessary.
* Contribute to the management and delivery of study support programmes.
* Keep careful records of interventions, undertake assessments, and track pupils’ progress, as requested by the designated member of the school’s management team.

**Other:**

* To undertake access arrangements during internal and external examinations as required.
* To provide general administrative support for Sixth Form including support with transition, recruitment and interviews
* It is your responsibility to carry out your duties in line with the Academy’s policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
* The post holder must at all times carry out his/her responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.
* Attend any necessary training.
* Any other duty that may be appropriate to achieve the objectives of the post commensurate with the post holder’s salary grade, abilities and aptitudes.

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case, will be reviewed before the commencement of the next Performance Management cycle.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_