



Sixth Form Study Supervisor Job Description

Job Title	Sixth Form Study Supervisor
Location / Base	Sixth Form Miller Block
Reporting To	Assistant Headteacher
Pay Scale	Bucks Pay 3 point 16 – point 20 (pro-rata for term time only, part time hours)

Job Purpose

- To oversee supervised study for Years 11, 12 and 13 and promote a positive learning culture for all.
- To supervise and register Sixth Form students doing personal study.
- To manage the Sixth Form Centre facilities, overseeing aspects of health and safety and ensuring that the Centre is well cared for by all
- Support colleagues with admissions, events and communications administration

Main Duties and Responsibilities

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- Supervise personal study sessions in designated Sixth Form study areas, ensuring a positive learning culture throughout the school day.
- Register students in study areas and monitor patterns of attendance and conduct.
- Support interventions as designated by teaching staff and Sixth Form Team
- Monitor student wellbeing and support Sixth Form Team with attendance and data tracking.
- Support the Sixth Form Team with administration linked to admissions, events and communications with students and parents
- Support the Exams Team during internal and external exams as required.
- Ensure that the Sixth Form Centre remains a show case of our school and that high standards of cleanliness and tidiness are maintained throughout.
- Provide support and mentoring to students undertaking the Extended Project Qualification
- Report maintenance issues and overseeing the use of the printer
- To comply with, and actively promote, school policies including the Behaviour Policy and Health and Safety Policy
- Carry out any duties which may reasonably be required by the Headteacher.

Scope

The role involves liaising with teaching staff, subject leaders, Heads of House, admin staff. Dealing with students in various environments, dealing with members of the public.

Knowledge, Qualifications, Skills and Experience

Knowledge/Qualifications

- Education to Level 3 or above
- Familiar with the education system and professional code of conduct for teachers / staff

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- Competent ICT user.
- Good working knowledge of SIMS is desirable (but training will be given)

Skills

- Excellent communication, administration and inter-personal skills
- Ability to relate to, and empathise with, young people
- Ability to use discretion and respect confidentiality
- Excellent personal organisation and time management
- Able to work quickly and accurately to tight deadlines
- Good ICT skills
- A high standard of written and spoken English
- Proactive and able to work on own initiative
- Ability to work well under pressure
- Able to work alone and as part of a team
- Flexibility and adaptability
- Commitment to embracing opportunities for further professional development.

Experience

- Experience of school and/or business office work
- Experience of working in a busy, people-based environment
- Experience of managing own workload and meeting deadlines

Internal/External Relationships

- Sixth Form Team
- Exams Manager
- All members of the school community, including students
- Parents / general public

Organisation Chart

