**Role: Sixth-form study supervisor**

**Reports to:** Assistant Headteacher i/c of Sixth Form

**Start date:** ASAP

**Salary :** Grade 5 £26,421 to £32,076 FTE (Actual Salary: £20,655 -£25,076)

**Hours :** 32.5 hours

**Contract:** Permanent term time only + 2 weeks

**Job Purpose**

To provide pastoral assistance to Sixth Form students and to support them in their studies.

To develop student study skills and monitor enrichment activities to support students’ academic performance.

To provide management and administrative support to the Sixth Form as directed by Head of Sixth Form

**Key responsibilities**

**Study Supervision**

• Manage the culture in the study room to enable the students to study effectively

• Work with Subject Leaders and teachers to direct study for pupils

• Work with staff to build and curate a resource library online

• Support one to one or small groups with study skills intervention

• Manage and supervise an after-school study club

**Other**

* Assist with administration of sixth form events and trips as directed by AHT.
* Support student intervention strategies
* Assist in results days
* Undertake training and development relevant to the post and in line with the School’s developing profile.
* Undertake any other tasks as directed by the Headteacher or Head of Sixth Form

**Administrative**

* Using school systems for Attendance and punctuality tracking, including updating attendance displays for 100% attendance and punctuality.
* Make morning calls to parents to explain absence.
* Collection and collation of assessment and attendance data by lesson, daily and weekly summaries, half termly summary and termly report
* Manage Academic Support Plans – collect and report data weekly to AHT.
* Support pupils with UCAS admissions
* Collection and collation of enrichment activities undertaken by students to inform UCAS applications.
* Administration of Sixth Form Applications, interviews, and contracts.
* Assist in printing/distributing sixth form student timetables, creating/printing sixth form student materials
* Generation of resource materials for pastoral programmes.
* Presentation of data for reports, progression information, destination, and marketing.
* Marketing; updating of web site, updating of subject offer booklet, updating sixth form prospectus, administrative support in preparation for Open evenings and Action Planning days.
* Administration support to process enrolment data at point of entry in September
* General Administration Support to AHT Head of Sixth Form.

AND such other duties as are within the scope and spirit of the job purpose, the title of the post, and its grading.