**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

**Person Specification: Sixth-form study supervisor**

**Qualification criteria**

* English & Maths GCSE (or equivalent) at Grade C or above ·
* Ideally qualified to at least A-level
* Right to work in the UK

**Knowledge, Skills and Experience**

* Experience of working in a school environment is ideal but not essential
* Experience of working with young people is ideal but not essential
* Experience of establishing successful relationships with a variety of children at the relevant age
* Relentless drive to do whatever it takes to ensure all pupils succeed.
* The belief that with the right environment all of our pupils are able to excel at university, or in a meaningful alternative.
* The courage and conviction to make a difference.
* The ability to listen and communicate effectively.
* Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
* The ability to influence and motivate others.
* Develop and communicate a shared vision.
* Model desired behaviour and values.
* Develop plans with concrete outcomes and effective solutions.
* Evaluate results and identify necessary actions.
* Make fact-based decisions

**Personal Characteristics**

* Helpful and positive nature
* Able to communicate and relate well with students, parents and members of the community
* Keen to learn and develop own skills
* Reflective: able to review own performance
* Driven: Keen to take initiative and continually looking for ways to improve systems and procedures.
* Flexible attitude towards work; can adapt quickly to new demands
* Commitment to the values and ethos of Ark Elvin Academy especially a belief in our mission.
* Sustain energy, optimism, and motivation in the face of pressure and setbacks.
* Stay calm in difficult situations and maintain clarity of vision.
* Be adaptable in the face of adversity.
* Awareness of own strengths and limits.
* Commitment to ongoing improvement and learning.
* A passion for own role and that of others.
* Focus on achieving challenging goals and results.
* Resourcefulness and flexibility in delivering outcomes.
* Demonstrates resilience, motivation, and commitment to driving up standards of achievement.
* Acts as a role model to staff and students.
* Vision aligned with our high aspirations, high expectations of self and others.

**Specific skills**

* Highly competent in the use of ICT – especially Excel and Word
* Experience of working with school data management systems
* Excellent communication skills, both written and oral
* Excellent administrative and organisational skills
* Ability to manage and disseminate information in a range of different media
* Extremely organised and able to deliver on time and to agreed quality standards
* Ability to work well as part of a team
* Understands the importance of confidentiality and discretion

**Other**

* The post holder must be committed to the equality of opportunity and the safeguarding and welfare of all pupils.
* This post is subject to an enhanced DBS disclosure.

*Lyng Hall School and Finham Park MAT are committed to safeguarding and promoting the welfare of children and young people in our schools. To meet this responsibility, we follow a rigorous selection process, details of which can be provided if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.