

Lutterworth College
Bitteswell Road
Lutterworth
Leicestershire
LE17 4EW



SIXTH FORM STUDY SUPERVISOR

Permanent position to start as soon as possible

8:30am – 3:10pm Monday to Friday term time only plus a balance of 6 hours to attend events such as training sessions and other events that may take place outside normal working hours or during school holidays.

Grade 6 (Pt 9-10): £13,703 - £13,976 per annum (actual salary)

“Pupils are friendly and outgoing. They are curious and have excellent study habits”
(Lutterworth College Ofsted, November 2017)

We are seeking to appoint someone to supervise the study areas in our Sixth Form to maximise effectiveness of student's study time and support them in engagement with the wider study programme.

We would like from you:

Excellent communication and interpersonal skills, being able to deal with students in groups or on an individual basis.
Proven ability to multi-task, manage deadlines, and address changing priorities in an effective and timely manner.
The ability to be organised, efficient and self-motivated with a pro-active approach.
To have high levels of tenacity, resilience and flexibility skills to bring out the best in the whole school community.

We can offer you:

A strong commitment to your training and development.
Fantastic students who are a pleasure to work with.
Excellent facilities & resources.
The opportunity to make a real difference to students' lives.

For further information and details of how to apply please refer to the **Recruitment Booklet** by visiting the vacancies page of our website www.lutterworthcollege.com and return completed application forms to:

Diane Orton E-Mail: d.orton@lutterworthcollege.com

Closing date: Monday 25th October 2021 (9am)

Interview Date: w/c 1st November 2021

Lutterworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and a satisfactory Health Check

Job Description

Post Title:	Sixth Form Study Supervisor
Purpose of Post:	To supervise the learning of Post 16 students in the study centre and direct the work of colleagues and volunteers during lessons. To act as the primary point of contact during lessons and ensure that students time is used productively and that a pleasant working environment is maintained. To assist all students in being healthy and staying safe, to enable them to achieve academically and develop self-confidence to deal with their challenges.
Reporting To:	Assistant Headteacher – Sixth Form
Salary / Grade:	6 (Points 9 -10)
Hours:	1178 hours per annum. 8:30am – 3:10pm Monday to Friday term time only with a 30 minute unpaid lunch plus a balance of 6 hours to attend events such as training sessions and other events that may take place outside normal working hours or during school holidays. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.
Main (Core) Duties	
<ol style="list-style-type: none"> Supervising the study areas in Lutterworth Sixth to ensure: <ul style="list-style-type: none"> students time is used productively and appropriate resources are available to them students engage in the 'Wider Study' programme a tidy working environment is maintained relevant issues are reported using the 'on call' system Working with students in groups or as individuals to maximise the effectiveness of study support time by: <ul style="list-style-type: none"> assisting students with general study skills such as time management, research skills etc ensuring that students work objectives are set and worked towards during each session utilising progress review information to co-create learning strategies with individual students monitor and sign off students 'Wider Study' as directed by the Sixth Form Leadership team maintaining an effective working environment by managing student behaviour operating a booking system for computers and monitoring their use as appropriate reporting computer technical faults to network services refer any behavioural or attendance issues to the relevant member of staff 	

- registering students in study support
3. Providing regular clerical support whilst supervising students in Study Support. Update display areas and maintain records.

Additional duties to include:

- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety
- As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- May be required to be an appointed person for first aid
- May be required to accompany and supervise students on educational visits
- As a member of staff in an educational setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities
- To carry out such other duties which may be required from time to time within the grading of the post
- To work across Lutterworth College where appropriate – this may mean working in more than one school.