



Sixth Form Supervised Study Manager Application Pack

Application Forms

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Sixth Form Supervised Study Manager To start as soon as possible

Permanent, Part time, 35 hours a week, start time 8.30am, finish time 4pm Monday to Friday (includes a half hour unpaid break). Monday to Friday, term time only
Actual salary £17,575-£19,025pa depending on experience

Furze Platt is a highly successful mixed comprehensive school serving the children of Maidenhead. At Furze Platt, 1400 students of all abilities develop the skills and qualities to enable them to excel in the future. We are a highly ambitious, high-achieving and fully inclusive school in which our students are challenged and supported to achieve excellence.

We offer a friendly and harmonious campus, and we support the physical and mental wellbeing of all our staff. Discounted membership is available for the use of a fully equipped and well-maintained gym on-site. All staff have access to an employee advice programme which offers information, resources and a counselling service. We reward long service and encourage community spirit and staff involvement through various social events including orienteering, murder mystery quizzes, sports after school and a Furze Platt fantasy football league. Tea and coffee are free, and freshly brewed coffee is available in the main staff room at break times with edible treats to help you through the week!

We are looking for someone to join the Sixth Form team and oversee Sixth Form supervised study periods as well as provide support through coaching conversations with students with a specific focus on developing work ethic, mindset and effective study habits. In relation to the supervised study you would be responsible for establishing a purposeful study environment in the study hall. This would include registering students, ensuring the complete work and identifying learners who are struggling to focus to support them. The coaching element of the role would entail the provision of targeted support for students who may benefit from coaching to increase their performance. This will likely involve conversations regarding with students and maintain records to provide feedback to the rest of the Sixth Form team on progress made.

If you have experience of working with children and/or young people in an educational environment and an interest in supporting 16 – 19 year olds with their independent study to progress in school in readiness for their future beyond school or further education then we would like to hear from you. You must be able to communicate effectively and work under pressure both independently and within a team. Strong organisational skills and an ability to manage your own time, prioritise and use your initiative are also important.

For further information about this role and in order to complete a **Support Staff Application Form** please refer to our school website www.furzeplatt.com. Application forms should be returned to **Kiran.smith@furzeplatt.net**. Only applications submitted on the school application form will be considered.

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Closing date: Monday 26th September at midday
Interviews will take place as soon as is practicable



Sixth Form Supervised Study Manager

Job Description: Sixth Form Supervised Study Manager

Line Manager:	Assistant Head, Head of Sixth Form
Main Purpose of Role:	To oversee Sixth Form supervised study periods, ensuring students maximize their academic progress during these periods. To provide personalised support to students who require additional support through coaching conversations with specific focus on developing work ethic, mindset and effective study habits.

Main Responsibilities:

Supervised Study

1. To establish a purposeful study environment in the supervised study hall, establishing a purposeful culture for learning in FPSS Sixth Form students.
2. To tenaciously monitor Sixth Form students in supervised study contexts.
3. To ensure that students complete work with focus and determination.
4. To use the school systems to challenge learners who do not follow instructions regarding the necessary focused work ethic of supervised study sessions.
5. To liaise with Assistant Heads of Sixth Form (dependent on students' year group) where necessary to promote the purposeful learning culture in supervised study.
6. To contribute to the accurate registration, monitoring and tracking of Sixth Form students during supervised study.
7. To ensure that Class Charts recording is accurate for students and to liaise with the Sixth Form Manager to ensure excellent attendance.
8. Support the Sixth Form Administrator and Assistant Headteacher (KS5) with any reasonable administrative tasks in the execution of this role.

Coaching

1. To provide targeted support for students who may benefit from coaching to increase their performance. This may include conversations regarding self-confidence, resilience, work ethic, communication skills, time management, use of resources.
2. Maintain a diary of appointments with identified Sixth Form students to facilitate coaching conversations.
3. Communicate with the Sixth Form team (Head of Sixth and Assistant Heads of Sixth) regarding progress of students in coaching conversations and to develop appropriate coaching packages for Sixth Form students.
4. To set up and maintain accurate records to allow for purposeful feedback on students' progress.
5. To liaise with parents/carers of students to celebrate excellent coaching engagement and provide feedback as appropriate.
6. Attend all relevant training for coaching provided by the school.

Other	
<p>This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.</p> <p>I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.</p>	
Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Sixth Form Supervised Study Manager

Person Specification: Sixth Form Supervised Study Manager

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including English and Maths at Grade C or above (or equivalent) A Levels or equivalent Basic knowledge of Microsoft Office Eligible to work in the UK 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form</p>
Experience of: <ol style="list-style-type: none"> Working or interacting with children and/or young people Working in an educational environment Working with students in the Sixth Form age range (16 – 19 years old) Coaching individuals in performance contexts (sporting and non-sporting) 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form and interview</p>
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Be willing to develop and awareness of and support difference and ensure that pupils have equality of access to opportunities to learn and develop. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person. A willingness to acquire an understanding of the educational objectives and ethos of the school. Able to relate sympathetically to young people. Capable of rapidly forming constructive relationships with students. Able to communicate effectively and confidently with staff, students and parents. Able to work under pressure and be decisive in a busy school environment. Ability to work with a minimum of supervision and within a team. Strong organisational skills and an ability to manage own time, prioritise and use initiative. High levels of honesty and integrity. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application form and interview</p>
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	<p>✓</p> <p>✓</p>		<p>DBS Process References</p>