**JOB DESCRIPTION - Sixth Form Supervisor & Administrator**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Title:**  Sixth Form Supervisor & Administrator  **Postholder:**  **Date appointed:**  **Date appointed to this Post:**  **Date of this Job Description:**  June 2019  **Salary Point:**  Scale 4  **Hours:**  36 hours per week / 40 weeks per year  **Immediately Responsible to:**  Assistant Headteacher – Head of Sixth Form  **Important Relationships:**  Heads of Years 12 & 13  Students  Admin Team  **Job Purpose:**  **To ensure a good learning environment in the Sixth Form whilst ensuring the highest standards of behaviour** | Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.  **Job Purpose:**  To support teaching staff in delivering the highest quality learning experiences in order that all our students achieve their potential.  To support the outcomes of young people by performing the following Duties and Responsibilities:  **Duties and Responsibilities:**   1. To ensure there is a calm studious working environment in the Sixth Form area. 2. During lesson times to oversee productive study in the student area of the Sixth Form Base. 3. During breaks to ensure good conduct within the Sixth Form base. 4. To administer the loan of laptops (signed in/out) ensuring that they are charged and stored correctly. 5. To support the Head of Sixth Form, Head of Year 13 and students in overseeing the UCAS application process. 6. To log significant incidents of poor or uncooperative behaviour and any incidents deserving of praise in SIMs. 7. To maintain dedicated Sixth Form noticeboards informing students of relevant events, opportunities and deadlines. 8. To report to the Head of Sixth Form any concerns relating to resources or Teaching & Learning. 9. To have oversight of Guided Learning. 10. To cover Guided Learning as and when required. 11. To promote and administer the Bursary Fund. 12. To manage Sixth Form student absence in liaison with the Attendance Officer, including maintaining logs of absence and late arrivals and follow up according to school policy (contacting parents for students who are unwell or for whom there are other attendance concerns). 13. To support the School’s Health & Safety Policy at all times. 14. To work proactively as part of the school’s Admin Team as required. 15. To have oversight of Guided Learning. 16. To be an active part of the Admin Team and share a rotation of duties/cover as required 17. Any other duties as may reasonably be required. |

# Agreed and signed

Postholder ................................................ Date ....................................

Headteacher ................................................. Date ……..............................