



Job Description

Accountable to: Assistant Principal in charge of Sixth Form

Responsibilities: Sixth Form Supervisor

- Register students for study periods and ensure that a quiet study area is maintained
- Monitor students in Independent Study (IS) every lesson and ensure they are working well and provided with work/study materials whilst in the IS.
- Support students with their independent study and communicate with relevant staff to ensure students are using IS time to the best of their ability
- Refer underperforming students to their head of year for coaching and monitoring of their progress
- Use initiative to ensure the Sixth Form study spaces are operating as effectively as they can be
- Be a point of contact for the sixth form students and staff
- Provide administrative support as directed by academy leaders
- Input, retrieval, organisation and effective dissemination of data
- Act as a point of contact for enquiries regarding the sixth form
- Support parents, visitors, students and staff by dealing with them sensitively and offering help and guidance
- Support in the organisation of trips, visits and events
- Update pupil records using school IT systems
- Support with recruitment into Sixth Form by managing internal and external applications, helping to coordinate open days and interviews
- Support with advertising and marketing for sixth form
- Support Academy events as appropriate

Links

- To maintain good communications and working relationships with staff at all levels, ensuring their administration service needs are met promptly and efficiently
- To work with the Sixth Form team to ensure the highest quality provision for students
- To work with leaders across the academy to provide administrative support
- To attend United Learning, Academy and team meetings as required
- To participate in agreed professional development activities and the Academy's framework for performance management.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

ESE OCT 2021