

Swindon Academy

Job Description



Post Title:	SIXTH FORM STUDY SUPERVISOR
Purpose:	Provide day to day academic and personal support to students within Sixth Form
Reporting to:	Directors of Sixth Form

MAIN (CORE) DUTIES	
Supporting the Pupil	<ol style="list-style-type: none"> 1. Supervise the students studying in the Sixth Form Study Centre during breakfast and their group, personal and silent study time and after-school. 2. Support Students in the completion of their note taking, assignments and essays. 3. Support 1:1 wellbeing conversations with students to support their academic progress and personal growth and development. 4. Use data effectively and work with other members of the Sixth Form tutorial team to provide targeted intervention and support for students identified as 'at risk' of not meeting course requirements
Supporting the Sixth Form	<ol style="list-style-type: none"> 1. Be a proactive member of the Sixth Form Team 2. Support and encourage the development of the Sixth Form ethos 3. Create and maintain a calm and focused learning environment in the Sixth Form Study Centre 4. Monitor the daily attendance of Sixth Form students and keep an accurate record of student attendance. 5. Keep an accurate register for each study session throughout the day and report truancy. 6. Support the Sixth Form Team by providing information about student engagement in supervised study. 7. Monitor and supervise a 'Academic Catch Up' sessions in Tuesday and Thursdays between 3.35pm – 4.35pm for students who have missed a deadline or are behind with their work. 8. To support the delivery of tutor, enrichment or small-group sessions where required. 9. To support in the planning and organising of charitable events, common room events and student social events. 10. To support in the administrative tasks related to the running of Sixth Form including the processing of orders.
Supporting the Curriculum	<ol style="list-style-type: none"> 1. Use Annual Overviews and Schemes of Learning to collect and collate information about student coursework deadlines and support students in meeting deadlines 2. Over time, to become familiar with A Level, BTEC, and other Sixth Form courses in order to gain an understanding of the assessment objectives, assignments and units students are studying 3. Liaise with the Librarian to develop Sixth Form learning resources and keep the Sixth Form libraries up to date and well-organised.

Supporting the Academy	<ol style="list-style-type: none"> 1. Contribute to the overall ethos/work/aims of the Academy 2. Be aware of and comply with policies and procedure relating to Child Protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person 3. Attend and participate in whole-staff meetings and meeting relevant to the Sixth Form area. 4. Participate in training and other learning activities as required 5. Supervise students on visits, trips and out of Academy activities as required
Engaging in Professional Development	<ol style="list-style-type: none"> 1. Participate in regular performance reviews to ensure that any personal development needs are identified and met 2. Attend relevant INSET training. Review and maintain your own professional practice through agreed development activities
Health and Safety	<p>In accordance with the provisions of the Health and Safety at Work Act 1974, to take reasonable care for the Health and Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to cooperate with the Academy so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health and Safety provisions.</p>
Other Specific Duties	
<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote actively the Academy’s policies • To continue personal professional development • To comply with the Academy’s Health and Safety Policy and undertake risk assessments as appropriate • To comply with the Academy’s procedures concerning safeguarding and to ensure that training is accessed <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p> <p>This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation considering the circumstances of the Academies and their implications.</p>	

Name:

Sign:

Date: