



Sixth Form Supervisor

Job Description

Job Title: Sixth Form Supervisor

Location: St Mary's Catholic School, Bishop's Stortford, CM23

Contract: Part time, 31.5 hours per week, term time only (8.30am – 3.30pm daily)

Salary: H4 6 - 9 £25,989 - £27,724 + £729 Fringe FTE, £19,640 - £20,570 pro-rata

Main Purpose of the Role:

- Provide high-quality supervision, support, and guidance to sixth form students (aged 16-18) at a crucial stage in their educational journey.
- Act as a non-teaching year leader, ensuring all pastoral and administrative needs of the year group are met.
- Foster a love of learning and contribute to the academic and personal development of every student.
- Promote a calm, productive, and purposeful environment for supervised study.
- Support the sixth form team with a range of administrative duties.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Main areas of responsibility:

1. Supervise and support sixth form students during study periods and unstructured times.
2. Take registers and manage attendance and absence requests for sixth form students.
3. Provide pastoral care and guidance, addressing individual needs and supporting student wellbeing.
4. Liaise with staff, parents, and external agencies as required to support students' academic and personal progress.
5. Assist in the organisation and running of sixth form events, including open evenings and parents' evenings.
6. Encourage students to engage positively with their studies and wider school life.
7. Uphold the Catholic ethos and values of St Mary's Catholic School in all aspects of the role.
8. Ensure all safeguarding and child protection procedures are followed at all times.

Job context:

1. Works closely with the Director of Sixth Form, Form Tutors, teaching staff and subject leaders in particular, in order to ensure appropriate learning support to students.

Duties:

1. The Sixth Form Supervisor may need to supervise individual students, small groups or whole classes as required.
2. Ensure the maintenance of good order and discipline when students are engaged in activities outside of lessons, particularly in the Sixth Form Study Centre.
3. Be responsible, as a member of staff, for promoting and developing a positive culture and ethos, sympathetic to our Catholic values, within the Sixth Form and across the school.
4. Maintain registers for students attending supervised study sessions.
5. Ensure and promote the Sixth Form Study Centre as an environment of quiet private study.
6. Provide administrative support for Sixth Form.
7. Liaise with the Head of Sixth Form/form tutors and other staff to discuss students' needs or issues.
8. Assist in applications to UCAS (University admissions service) and other careers related activities.
9. Assist in the development of materials, systems and activities to ensure that students make the best use of their supervised study sessions.
10. Administer the bursary payment process by checking student attendance and authorising payments in line with the school policy.
11. Support the Behaviour policy and other school policies and codes of conduct.
12. Provide reports as required.



13. Liaise with subject leaders to maximise learning opportunities for students in study periods.
14. Work collaboratively with all members of the pastoral and inclusion team to help support students.
15. Liaise with teaching staff, parents/carers, outside agencies, administration staff, and others, as and when required.

Whole-school organisation, strategy and development:

1. Ensuring the schools' vision is clearly articulated, understood and acted upon effectively by all.
2. Demonstrate the vision and values of the school in everyday work and practice.
3. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures.

Health and Safety:

1. Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
2. Promote the safety and wellbeing of pupils.
3. Conduct return to school risk assessments for pupils with medical needs, monitor and review as appropriate.
4. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Working with colleagues and other relevant professionals:

1. Collaborate and work with colleagues and other relevant professionals.
2. Develop effective professional relationships with colleagues.

Management of staff and resources:

1. Direct, supervise and provide support to staff assigned to them.
2. Contribute to the recruitment, selection, appointment and professional development of other staff.
3. Monitor quality and standards of resources delegated to them.

Professional development:

1. Take part in the school's appraisal procedures.
2. Take part in further training and development in order to improve own teaching and overall performance.
3. Where appropriate, take part in the appraisal and professional development of others.

Communication:

1. Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

Other:

1. The post holder must be committed to the safeguarding and welfare of all pupils.
2. This post is subject to an enhanced Disclosure and Barring Service check.

Equalities

1. Be aware of and support difference and ensure that the school's Pastoral and other policies are followed.

Additional information

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.