

Job Description

Sixth Form Study Room Supervisor

Hours: 35 hours per week, Term Time + 2 weeks

Reporting to: Assistant Head of Sixth Form / Heads of Year 12 and 13

Purpose of the Role

To support the academic success of Sixth Form students by supervising the independent study area, monitoring attendance and punctuality, and coordinating key administrative functions. The role contributes to the school's commitment to raising standards and achievement at KS5.

Key Responsibilities

1. Study Room Supervision

- Oversee the Sixth Form independent learning area.
- Ensure students work silently and productively.
- Monitor student use of computers and report faults to IT.
- Enforce rules regarding behaviour, food/drink, and study conduct.

2. Attendance & Punctuality

- Monitor registration and lesson attendance.
- Identify and track attendance issues.
- Contact students and parents regarding absences.
- Send half-termly attendance letters.
- Maintain punctuality records and manage daily detention lists.
- Supervise student entry at gates during morning and break times.

3. Biometric System Monitoring

- Ensure students use the card entry system.
- Conduct spot checks to verify student presence.
- Report concerns to Heads of Year.

4. Work Experience Coordination

- Track student applications and placements.

- Maintain spreadsheets and update Heads of Year.
- Ensure all paperwork is complete and current.

5. Bursary Scheme Administration

- Distribute and collect bursary application forms.
- Verify form completion and income evidence.
- Liaise with Finance on decisions and payments.
- Communicate outcomes to applicants and maintain records.

6. Cultural & Enrichment Programme

- Organise half-termly enrichment activities.
- Complete health and safety checks and paperwork.
- Communicate events to SLT and promote via displays.

7. Sixth Form Staff Gateway

- Update the Sixth Form Staff Gateway page.
- Maintain the online Sixth Form calendar.

General Responsibilities

- Motivate and support students to raise aspirations.
- Assist with Sixth Form events (e.g. open days, enrolment, parents' evenings).
- Support Year 11 progression interviews.
- Contribute to the efficient running of the Sixth Form office.
- Maintain and update databases and produce reports.
- Support internal and external admissions.
- Provide administrative and word processing support.
- Evaluate and improve administrative systems.
- Maintain positive relationships with students, staff, parents, and external contacts.
- Answer telephone and handle enquiries professionally.
- Welcome visitors and manage reception duties.
- Be first aid trained or willing to undertake training.
- Uphold Health & Safety and Equal Opportunities policies.
- Undertake other duties as required by the Headteacher.
- In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislations.
- In dealing with members of the school's community to be mindful, at all times, of the school's and the Council's Equal Opportunities policies.
- To undertake other clerical duties as required and which are commensurate with the level of responsibility of the postholder.

In accordance with KCSIE 2024 shortlisted candidates will be subject to an online profile and social media check.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Person Specification

Sixth Form Study Room Supervisor

Qualifications and knowledge	Essential	Desirable
Good standard of education – including GCSEs in English and Maths at grade C/4 or above.	✓	
Educated to degree level or equivalent		✓
Level 3 or higher qualifications.		✓
To be well organised and possess strong time management skills	✓	
Understanding of a secondary school environment	✓	
Skills	Essential	Desirable
Demonstrate effective verbal and written communication skills.	✓	
Strong level of ICT skills	✓	
Able to build and maintain positive relationships with individuals	✓	
Prioritise, plan and organise self	✓	
An interest in educational issues	✓	
A commitment to inclusion	✓	
Positive attitude	✓	
Genuine concern for the welfare of others	✓	
Initiative and self-motivator	✓	
Calm deposition	✓	
Experience	Essential	Desirable
Recent experience relevant to the post, ideally in a school or similar setting.	✓	
Other requirements	Essential	Desirable
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to the importance of education for all children.	✓	
Dedication and commitment to the role and the School.	✓	
Personal presence, confidence, patience, sensitivity and maturity of approach.	✓	