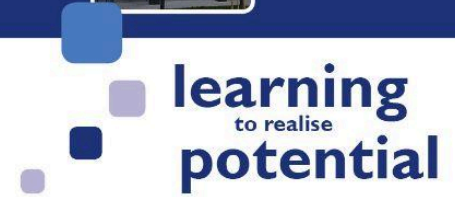




PERSON SPECIFICATION: **SIXTH FORM STUDY SUPPORT ADVISOR**



Essential Criteria: Knowledge & Experience

- Ability to motivate 6th form students to make most effective use of their study time.
- Ability to liaise with teaching/pastoral staff/members of student families to ensure that student learning needs are understood and responded to.
- Knowledge of the social and emotional factors which affect a young person's capacity to achieve and learn.
- Ability to establish positive relationships and good rapport with adults and young people.
- Ability to influence others and manage discussions effectively to ensure the desired outcomes are achieved.
- Ability to support learning by providing advice and constructive feedback/coaching.
- Ability to deal with sensitive issues in a confidential manner.
- Ability to communicate effectively; face to face and by phone.
- Confident and competent in using standard office software, including Word, Excel, and Google suite.
- Ability to write reports and maintain effective systems of record keeping
- Ability to work effectively in a team and to use own initiative when required.
- Ability to prioritise work and meet deadlines.
- A calm and firm approach to managing behavior and difficult situations and/or individuals and enforcing rules consistently and fairly.
- Commitment to equal opportunities and upholding all school policies
- Experience in the field of education, social services, youth work or relevant voluntary sector desirable but not essential. Familiarity with the structure and demands of Key Stage 5 (A-Level or equivalent) studies
- Ability to provide effective individual and group based support
- A willingness and desire to undertake relevant training.
- A patient, empathetic, and professional demeanor. Must be proactive, reliable, resilient and able to work independently with minimal supervision

Commitment to the promotion of values, policies and procedures:

- Commitment to raising educational achievement, positive values, attitudes and behaviour
- Commitment to building and maintaining successful relationships with pupils
- An understanding of Equal Opportunities and the issues affecting social, cultural, linguistic, religious and ethnic backgrounds