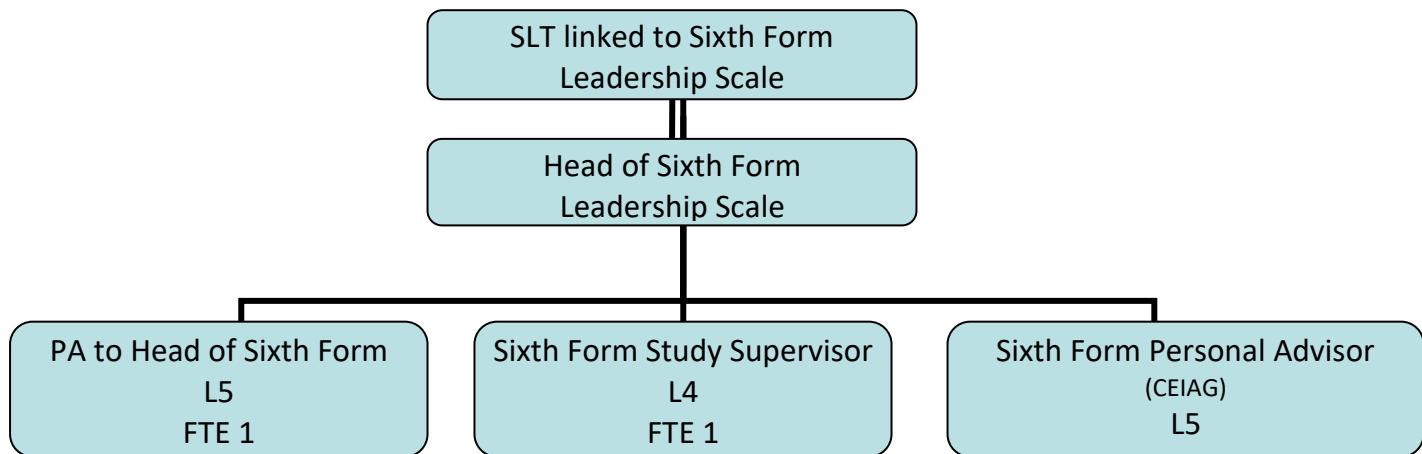


## JOB DESCRIPTION –SIXTH FORM STUDY SUPERVISOR

<b>JOB TITLE</b>	<b>:</b>	<b>Sixth Form Study Supervisor</b>
<b>SCHOOL</b>	<b>:</b>	<b>Cardinal Newman Catholic School</b>
<b>RESPONSIBLE TO</b>	<b>:</b>	<b>Head of Sixth Form</b>
<b>HOURS</b>	<b>:</b>	<b>37 hours per week term time plus 5 training days</b>
<b>GRADE</b>	<b>:</b>	<b>L4</b>
<b>PURPOSE OF POST</b>	<b>:</b>	To organise, supervise and develop study support facilities for Newman Sixth Form and provide administrative services

### **ORGANISATION CHART:**



<b>Main duties and responsibilities:</b>	<b>%</b>
<ol style="list-style-type: none"> <li>Contribute to the development of a purposeful study environment and culture for learning by ensuring that all students use their time in the Sixth Form Study Centre in an effective and meaningful way to focus on specific areas of weakness. This will include:           <ul style="list-style-type: none"> <li>Supporting sixth form students in the development of effective study, independent and research skills</li> <li>Ensure there is an effective working atmosphere by establishing ground rules for private study and implementing the school's behaviour policy and to challenge any students who do not follow instructions regarding work ethic and conduct.</li> <li>To oversee the use of the Sixth Form ICT facilities.</li> </ul> </li> </ol>	50%
<ol style="list-style-type: none"> <li>To maintain electronic registers and record and process any absences or truancies by maintaining an up to date record and ensuring the accurate maintenance of data on SIMs; to liaise with the Sixth Form Admin Team and the Head of Sixth Form regarding concerns and to communicate to parents / carers in a timely manner. To monitor students and address any performance issues in the first instance using approved disciplinary procedures. Use strategies appropriate to the needs of pupils in order to provide relevant information to teaching staff as well as liaising with the Sixth Form tutor team over issues of attendance, work rate and behaviour.</li> </ol>	15%

## JOB DESCRIPTION –SIXTH FORM STUDY SUPERVISOR

3. Provide administrative support to the Careers Team.	15%
4. Provide full administrative support to the Sixth Form Admin Team and Head of Sixth Form such as ensure all promotional display material is up to date and enhances the appearance of the Study Centre in order to provide and attractive environment conducive to purposeful study.	10%
5. To fully participate in the school performance management / appraisal system and to seek and take part in relevant training courses to develop this role, leading to improved performance of self.	5%
6. Undertake any duties that are in keeping with the post and similar grade.	5%

**Supervisory Management:** 250+ pupils Years 12 / 13 / 14

**Financial Resources:** N/A

**Physical resources:** Sixth Form Centre & Study Area

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, and pupils and being flexible in a busy pressurised environment. A Support Assistant at this level will take sole responsibility for pupils. S/he should be involved in promoting the acceptance and integration of pupils with special educational needs.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

Disclosures are handled in accordance with the DBS Code of Practice.

***'The Trust/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Prohibition Order Check and the Disclosure & Barring Service.'***

*CVs will not be accepted for any posts based in schools*

# JOB DESCRIPTION –SIXTH FORM STUDY SUPERVISOR

## **Sixth Form Study Supervisor - Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Demonstrable experience of working with students, parents, staff and other outside agencies within an educational establishment.	1,2	Some experience of working with outside agencies to assist with the administration of further education.	1,2
<b>Skills/Abilities</b>	Have excellent verbal and written skills in order to communicate effectively.  Ability to manage & collate information from various sources.  Build a good working relationship with other departments within the school.  Ability to work without supervision using initiative to prioritise and organise workload to meet conflicting deadlines.  Able to work as part of a team.  Ability to use Microsoft packages and the internet.	1,2  1,2  1,2  1,2  1,2		
<b>Competencies</b>	Able to demonstrate: Appropriate motivation to work with young people.  Ability to form appropriate relationships with young people Emotional resilience in working with challenging behaviours.  Appropriate attitudes to use of authority and maintaining discipline.	1,2  1,2  1,2  1,2		

## JOB DESCRIPTION –SIXTH FORM STUDY SUPERVISOR

<b>Equality Issues</b>	Awareness of the effects of discrimination on pupils, parents, colleagues and policy.	1,2		
<b>Specialist Knowledge</b>	Word and excel.	1,2,5	Educational database packages e.g SIMS.	1,2,4
<b>Education and Training</b>	Good level of literacy and numeracy.	1,2	GCSE English & Maths.	1.2.4
<b>Other Requirements</b>	Willingness to be flexible at busy times of the academic year and ability to attend.			

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure the policies and ethos of the St Alban Catholic Academies Trust and the school are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).
- (iv) Code of Conduct

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

***'The Trust/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, Prohibition Order Check and the Disclosure & Barring Service.'***

*CVs will not be accepted for any posts based in schools*