

## **Holy Family Catholic School & Sixth Form**

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**Job Description:** Sixth Form Study Supervisor

**Responsible to:** Assistant Headteacher (KS5)

**NJC Scale points 7-11:** (21.5 hours per week, term time only).

**Specific hours:** Monday-Thursday 10am-2.30pm; Friday 10am-1.30pm

### **Specific Responsibilities**

- Supervise students in the sixth form study centre to ensure that the study area is a positive learning environment where IT equipment, books etc. are utilised in an appropriate, responsible, and well behaved manner.
- Help to monitor usage and behaviour in other areas of the school that can be used by sixth formers such as the common room, LRC study sessions, outside areas and free classrooms
- Ensure all promotional display material is up to date and enhances the standard appearance of the Study Centre, in order to provide an attractive environment conducive to achieving optimum use for purposeful study.
- Promote a positive environment for effective work ethic / engagement.
- Provide advice and guidance to students on appropriate research and study skills and techniques.
- Support sixth form students in the preparation of application forms for further and higher education, apprenticeships and employment.
- Support the school's behaviour for learning policy by promoting positive and courteous behaviour by all pupils.
- Support the sixth form team in carrying out appropriate sanctions
- Monitor the engagement, progress and performance of specifically identified students in conjunction with the sixth form pastoral team eg: via the Level Best programme
- Provide individual and / or group mentoring sessions when required.
- Monitor and assist with student punctuality and attendance.
- Attend and participate in team and staff meetings as required.
- Attend training and undertake appropriate professional development activities as required for the role, or as identified in professional development/performance management reviews
- Any other duty according to the needs of the school and within the competence of the postholder commensurate with this level of post.

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## Person Specification – Sixth Form Study Supervisor

**Responsible to:** Assistant Headteacher (KS5)

**The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.**

### **The Post-holder will:**

- Have excellent English and maths skills and ideally be educated to degree level.
- (Ideally) have experience of working in a large secondary school and/or Post-16 institution
- (Ideally) have experience of working in a learning environment
- (Ideally) have an awareness of the process by which students apply to university
- Enjoy working with young people
- Be patient and confident in behaviour management
- Be innovative and be able to use their own initiative
- Have excellent organisational skills
- Have excellent communication skills
- Be able to manage time effectively
- Be able to think creatively to anticipate and solve problems
- Be able to effectively use ICT as required
- Be able to foster good relationships with students colleagues and students
- Be an excellent role model
- Be committed to their own professional development

### **Personal Circumstances & Safeguarding**

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.

December 2021