



Job Description

Job Title:	Study Supervisor Post 16	Salary (range where applicable)	
Reports to:	Vice Principal KS5	Directly Line	None
Overall Purpose	To provide support and guidance to post-16 students and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential		

Key Responsibilities and Objectives:	Key Elements:
Principal Accountabilities	<ul style="list-style-type: none"> • Provide a complementary service that enhances existing provision in order to support learning & academic participation • Develop and maintain effective and supportive mentoring relationships with 6th form students and those engaged with them • Promote learning mentor provision and raise standards of service
Main Duties	<ul style="list-style-type: none"> • Help to oversee the running and organisation of the sixth form study centre • Assisting with sixth form timetabling and the inputting of Post 16 census data • Assisting students to make the transition to post-16 education • Contributing to the comprehensive assessment and review of progress and achievements of students entering the 6th form • Contributing to the identification of barriers to learning for individuals and provide them with a range of strategies for overcoming the barriers • Establishing and developing effective one-to-one mentoring and other supportive relationships • Developing, agreeing and implementing a time bound action plan with groups and individual students and those involved with them based on a comprehensive assessment of their strengths and needs • Assisting in the identification of early signs of disengagement and contributing to specific interventions to encourage re-engagement • Operating within agreed legal, ethical and professional boundaries when working with students and those involved with them • Contributing to the identification and sharing of good practice between individuals and partner agencies to enhance mentoring provision • Work with the attendance officer and Heads of Year 12 and 13 to promote the good attendance of post 16 students
General	<ul style="list-style-type: none"> • Encourage appropriate standards of dress within the sixth form. • Initiate new ideas and encourage developments relating to sixth form intervention groups and individuals • Provide information to the Vice Principal for KS5 on any aspect of learning support related to post 16 as may be required. • Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively. • Ensure that Health and Safety issues are properly understood and procedures are followed. • Ensure that all safeguarding policies and procedures are strictly adhered to.

Key Responsibilities and Objectives: Key Elements:

Support for the School

This will involve:

Core Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Occasional supervision of classes for absent staff.

Additional Duties

- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and students on visits, trips and out of school activities as required.
- Assisting with the invigilation of students with access arrangements e.g. reading, scribing.

Key Accountabilities and Result Areas: Key Elements:

Generic Duties and Responsibilities

This will involve:

Child Protection

- Being responsible for child protection and promoting the welfare of all students and staff, ensuring that they are protected from harm. All staff have a duty of care to ensure that if there are any concerns relating to the welfare or safety of a child their concern is immediately relayed to the Designated Person with responsibility for safeguarding children.

Green Responsibilities

- Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) wherever possible in day-to-day work.

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held and ensure that all administrative and financial processes comply with this by maintaining records in accordance with the Act's guidance.

Confidentiality

- Treating all information acquired through your employment, both formally and informally, in strict confidence.

Equal Opportunities and Anti Discrimination

- Understanding, complying and enforcing equal opportunity within the work place. Undertaking any appropriate training and challenging racism, prejudice and discrimination or any unacceptable behaviour.

Health and Safety

- Being responsible for your own Health & Safety, as well as that of colleagues, students, parents and visitors. Employees should follow the School's Health and Safety Policy and Procedures, co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Contributing as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training if required
- Participating in the ongoing development, implementation and monitoring of the school and department improvement plans
- Championing the professional integrity of the School
- Supporting Teaching and Learning Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions
- Undertaking any other reasonable request as required.

Professional Standards

- Supporting high uniform standards by maintaining smart appearance and dress appropriate to the job for which staff have been employed (headteacher's decision is final)
- All staff should arrive on time to commence their duties as described by contracts.
- All staff are expected to attend on the days covered by their specific contract. When unable to do so the school should be contacted at the earliest available opportunity, advising the reason and when they will return and report to their line manager on return to work.
- All staff are reminded that in their behaviour and conduct they are required to be positive role models for young, developing and impressionable minds.
- All staff are expected at all times to treat each other, parents, students and members of the public with respect.

Person Specification

Qualifications/Training/Competences

Essential:

- GCSE or equivalent literacy and numeracy.

Desirable:

- Relevant NVQ3 or equivalent qualification or 3 years full-time relevant experience.

Relevant experience:

- Experience working with pupils of relevant age.
- Experience of working in a school setting.
- Experience in working in another service to young people.

Desirable knowledge:

- Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of pupils.
- Knowledge of KS5 curriculum and other relevant learning programmes and strategies.
- Understanding of principles of child development and learning processes

Desirable skills and abilities:

- Experience of self-evaluating learning needs and actively seeking learning opportunities.
- Effective use of ICT to support learning.
- Use of other equipment, technology, ie video, photocopier

Personal skills:

- Experience of relating well to young people and adults.
- Experience of working in a team, understanding classroom roles and responsibilities and own position within these.
- Experience of prioritising tasks and acting on own initiative.
- Experience of motivating and encouraging pupils to achieve their full potential.

Special conditions:

To undergo a successful enhanced DBS check (formerly CRB).

I the undersigned confirm that I agree and understand the duties in this job description:

Name Print: _____

Name Sign: _____

Date: _____