

# St Thomas More Catholic School

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## Job Description

**Job Title:**

**SIXTH FORM COMMON ROOM SUPERVISOR**

**Term Time only**

**40 weeks per year**

### 1. CONTENT AND PURPOSE OF JOB

- 1.1. Under the direction of the Head of Sixth Form to supervise and give support to sixth form students in the most appropriate way.

### 2. PRINCIPAL ACCOUNTABILITIES:

- 2.1. Facilitate students' access to the curriculum;
- 2.2. Supervise students in the sixth form study area to ensure that this creates a positive learning environment;
- 2.3. Provide supervision to the sixth form common room and ensure appropriate behaviour of students;
- 2.4. Arrange appropriate activities for sixth form in liaising with the Head of Sixth Form and 6<sup>th</sup> Form Council;
- 2.5. Liaise with the librarian and other staff and advise students on appropriate research and study skills and techniques;
- 2.6. Help with the preparation of special school events including but not limited to Graduation and Prize Giving, 6<sup>th</sup> Form Dinner, Parents Evenings;
- 2.7. Attend and participate in team and staff meetings as required;
- 2.8. Assist sixth form students in the preparation of application forms for college and university places;
- 2.9. Assist the Head of Sixth Form in administrative duties commensurate with this level of post including but not limited to the administration of student bursaries, filing, updating and maintaining student records; administration necessary for new student admissions to the sixth form.

### 3. FLEXIBILITY:

- 3.1. This job description is not contractual. Duties may vary according to the needs of the school and within the competence of the postholder.