



St Wilfrid's
Church of England Academy

Sixth Form Study Supervisor



CANDIDATE INFORMATION



Dear Applicant,

I am delighted that you have expressed an interest in applying for the position of Sixth Form Study Supervisor within St Wilfrid's. This pack is intended to give you information about the role within the Sixth Form Team. Should you require any further information, please do not hesitate to contact the Academy.

We are looking to recruit an enthusiastic educator, capable of forging outstanding relationships with staff and students alike. Primarily, the role is to ensure that students have a positive and professional environment in which to work. We are looking for someone who is committed to improving the all-round education of students. The successful candidate will need to be a positive character who has experience of motivating and supporting students in their study. You will be responsible for managing the Sixth Form learning space to ensure A Level and BTEC students can access quality learning resources and careers information. Alongside this, you will be responsible for monitoring and managing elements of student attendance.

This role is fundamental to the success of our students and you will play a front line role in helping us live out our maxim; "Big Enough to Challenge, Small Enough to Care." If appointed, you will need to be ready to work with our new intake of students from September 2017.

If you are interested in playing a key role in our Sixth Form and can uphold our Christian Values, which are the foundations to our students' success, I warmly welcome your application. Please submit the Support Staff Application Form, which can be downloaded from the Academy website, along with a letter of not more than 2 A4 sides detailing how your experiences to date qualify you for this post. The closing date for the receipt of applications is 12.00 noon on Monday 27th June 2017.

I look forward to receiving your application.

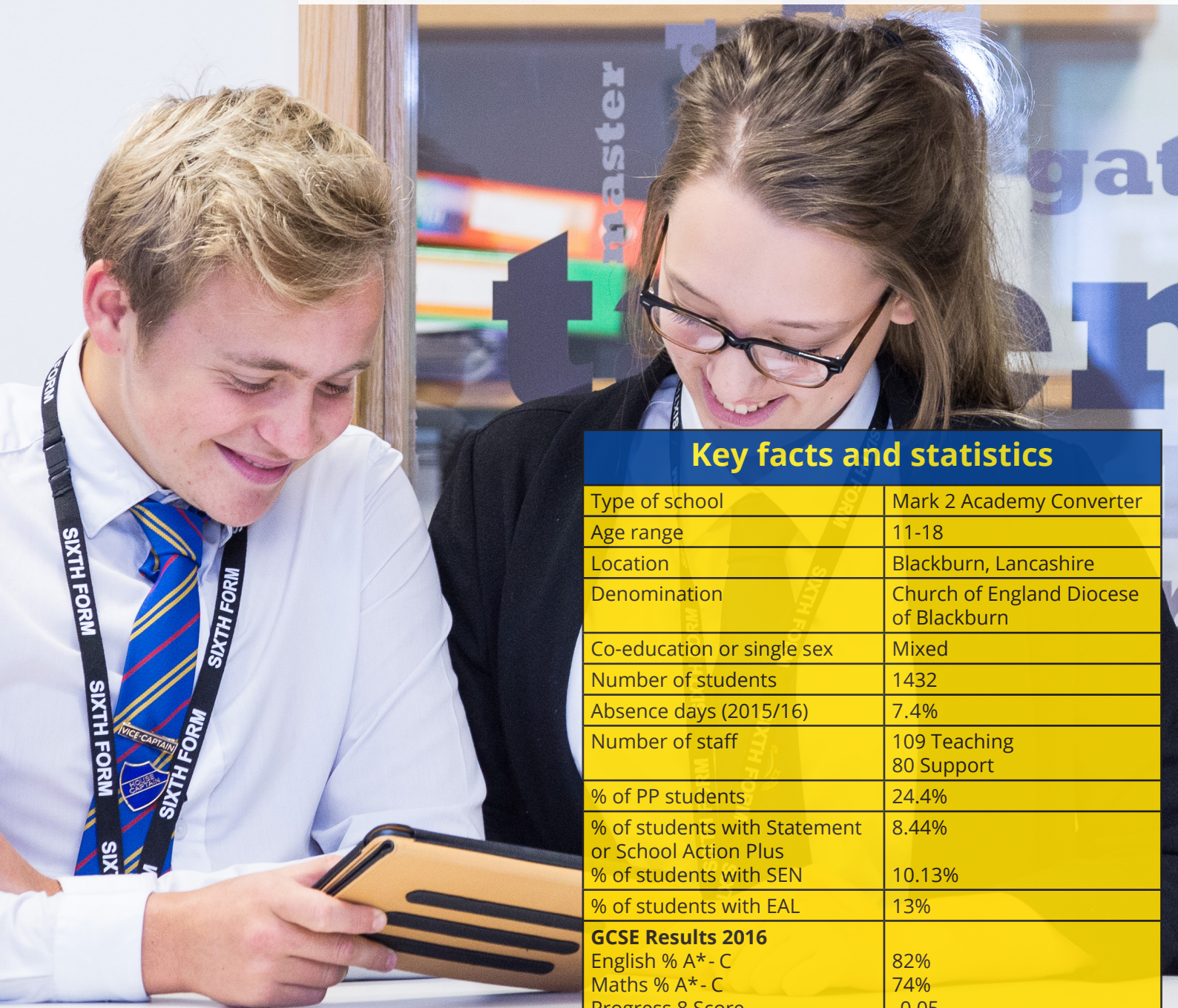
Yours faithfully,

A handwritten signature in black ink, which appears to read "C Huddleston".

Miss C Huddleston
Principal



“ My time at St Wilfrid’s shaped me as a person and became two of the most enjoyable years of my life - I loved it! *Year 13 student* ”



Key facts and statistics

Type of school	Mark 2 Academy Converter
Age range	11-18
Location	Blackburn, Lancashire
Denomination	Church of England Diocese of Blackburn
Co-education or single sex	Mixed
Number of students	1432
Absence days (2015/16)	7.4%
Number of staff	109 Teaching 80 Support
% of PP students	24.4%
% of students with Statement or School Action Plus	8.44%
% of students with SEN	10.13%
% of students with EAL	13%
GCSE Results 2016	
English % A* - C	82%
Maths % A* - C	74%
Progress 8 Score	-0.05
Attainment 8 Score	52.77 (C+)
3 Levels of progress (2016)	
English	82%
Mathematics	68%
Sixth Form Data 2016	
3 A levels A*-E	99%
3 A*-B	55%
L3VA Score	+0.12



Job Title:
Sixth Form Study Supervisor

Reporting to:
Assistant Principal Head of Sixth Form

Salary:
NJC 14-16 (35 hrs per week, term time plus 1 week)

Contract:
Full Time

Main Purpose:

To ensure that students make effective use of study time, so that they maximise their academic achievement and ensure their progress to their chosen destinations. You will be responsible for supervising their study, encouraging them to make use of learning resources and complete work in accordance with cover requirements.

1 Managing Student Study

1.1 Register student attendance in their allocated study periods

1.2 Develop positive relationships with students, managing them to ensure there is a positive working atmosphere

1.3 Communicate effectively with Sixth Form staff to ensure that learning, pastoral and attendance issues are adequately dealt with

1.4 Promote independent study amongst Sixth Form students

1.6 Support students with university and employment applications

1.7 Work with individuals as directed and on your own initiative, according to your own skillset, in order to support their literacy or numeracy skills

1.8 Communicate with teachers in order to ensure students use their study time to best effect

1.9 Be aware of and adhere to policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate person

1.10 Actively support and promote the Christian ethos of the Academy

2 Managing Sixth Form

Attendance

2.1 Monitor attendance on a daily basis, in order to contact absent students in line with the attendance procedure

2.2 Generate attendance reports and analyse patterns of student attendance

2.3 Report attendance concerns with Heads of Year/Head of Sixth Form and work under their direction to carry out interventions



3 Managing Cover Periods

3.1 Communicate with administrative staff in order to identify absent staff and notify students of these absences

3.2 Ensure that cover work is made available to students during their study periods. Ensure work is collected as requested and returned to staff

3.3 Complete registers for cover periods

4 Managing the Sixth Form

Workspace

4.1 Communicate with teachers to ensure that we continue to stock up-to-date books and periodicals which best support student studies

4.2 Liaise with the main school LRC librarian in order to purchase new stock, catalogue it and promote it to students.

4.3 Manage the books, periodicals and laptops

4.4 Use ICT systems in order to track books and periodicals

4.5 Ensure that University, Careers and Destination materials are displayed and shared with students as required

4.6 Manage display areas to promote the Sixth Form and relevant school activities

4.7 Manage the study area to ensure it is available for events and main school activities

4.8 Respond to student feedback to develop ways in which they can constructively use the space and resources

5 Support the Sixth Form

Team

5.1 Prepare facilities and promote the Sixth Form at Open Evenings

5.2 Attend visits and trips, whether whole school or departmental

5.3 Attend staff training events

5.4 Supervise after-school study as required

5.5 Support the team with PSHE days and administrative tasks

5.6 Invigilate internal mock exams

5.7 Undertake administrative tasks as required by the Senior Leadership Team



This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. The appointment is subject to the current conditions of employment in the current NJC Pay and Conditions.

Person Specification

This person specification lists the requirements which are necessary to do this job and how these will be assessed (Application - A, Interview - I and References - R).

In the application and supporting statement, the applicant should state clearly how they meet the requirements being assessed by APPLICATION. The panel will reach a decision on whether or not to short-list the applicant based on the information that is provided in BOTH the form and the statement.

CRITERIA	ESSENTIAL / DESIRABLE	A / I / R
QUALIFICATIONS AND TRAINING		
An ability to pass a DBS check (non-negotiable)	E	A
Teaching Qualification such as a PGCE	D	A
Education to degree level	D	A
EXPERIENCE - The successful candidate will:		
Experience in a similar role	D	A / I / R
Experience of motivating and supporting students	D	A / I / R
Experience of stock or resource management	D	A / I / R
SKILLS AND ATTRIBUTES		
Have good communication and interpersonal skills	E	A / I / R
Have a positive, professional, responsible and helpful attitude to work, colleagues and students	E	A / I / R
Have a good understanding of safeguarding procedures	E	A / I / R
Have high professional standards	E	A / I / R
Have effective communication skills, both written and verbal	E	A / I / R
Have good IT skills, particularly using email and Microsoft Word	D	A / I / R
PERSONAL QUALITIES		
Be able to actively support and promote the Christian Ethos of the Academy	E	A / I
Be a team player used to working collaboratively	E	A / I / R
Be a resilient and reflective individual	E	A / I / R
Be willing to undergo training as necessary	E	A / I
Have a willingness to see a job done well	E	A / I / R
Possess an eye for detail	E	A / I / R
Possess a good sense of humour	E	A / I / R
Have energy, tenacity and the ability to work under pressure	E	A / I / R

Prepared on: 12/06/2017

By: CH/MTR/HM