

URSULINE HIGH SCHOOL
SIXTH FORM STUDY SUPERVISOR
JOB DESCRIPTION

Post Title: Sixth Form Study Supervisor

Grade: ME5, points 5 - 6, £22,185 to £22,587 [paid prorate]

Responsible to: Senior Leader with responsibility for Key Stage 5

Date: June 2021

MAIN PURPOSE

To oversee and supervise Sixth Form Study Centre in the Sixth Form Study Area.

RESPONSIBILITIES

1. To supervise students in the Sixth Form Learning Centre and monitor use of study time. To distribute work from staff when necessary.
2. To keep accurate and up to date records on student attendance at study area.
3. To work within the ethos of the school, in a positive and helpful manner.
4. To ensure students work in silence.
5. To keep accurate records of Independent Learning attendance.
6. To ensure students keep the study area orderly.

7. To feedback to subject staff and Senior Leader at Key Stage 5 on student attendance in the Sixth Form Learning Centre and completion of work.
8. May, from time to time, be required to undertake other duties commensurate with the level of responsibility defined in this job description.