

## Job Description

London Borough of

**Redbridge**



<b>Job Title</b>	Sixth Form Student Supervisor	<b>Grade</b>	LBR 5 (point 12-15) £26,300- £27,532
<b>School</b>	Oaks Park High School		
<b>Hours</b>	36 hours per week from 8.45am-4.45pm Monday-Friday 40 weeks per year (term time plus 1 additional week during the summer vacation to process exams results and prepare for Sixth Form induction)		
<b>Liaising with</b>	Headteacher/Deputy & Assistant Headteachers, Pastoral Leaders /Curriculum Leaders/ relevant support staff/ Careers team/LEA staff and parents.		

### Main Areas of Responsibility and Accountability

#### Pastoral Support

- To work as part of the Sixth Form Pastoral team to promote high expectations of behaviour, attitude, attendance and physical wellbeing and enable all Sixth Form students to make excellent progress.
- To assist and support the behaviour, well-being and progress of students within the Sixth Form, as well as providing administration support for Sixth Form activities and responsibilities.
- To supervise and monitor students working within Independent Study, Sixth Form interventions, detentions and other activities as needed.
- To organise meetings and attend meetings as required to keep accurate minutes of the discussion points and place them on record.
- To keep accurate records and regularly update the appropriate Pastoral Leader on any issues relating to students in their year group.
- Ensure that positive behaviour information is shared and celebrated on a weekly basis with the school community.
- Supporting the Pastoral Leaders and Curriculum Team Leaders with intervention plans.
- Producing and distributing Sixth Form Reports such as Attendance and Attainment data as required.
- Helping to organise assemblies and other gatherings of Sixth Form students as required by the Sixth Form team.

#### Destinations Support

- To support the Pastoral Team to provide careers guidance and information to Sixth Form students in line with the school's formal careers entitlement for students.
- To enable Sixth Form students to understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in colleges, universities and in the workplace.
- Provide students with support to write personal statements and other applications.
- Promote applications to Oxbridge and Russell Group universities, and support the PL Yr 13 with the early application process.
- To support events with employers and HE institutions, e.g. careers fair, progression evening and other appropriate events.

#### Other Duties:

- Participate in the development of Sixth Form policies and procedures.
- Coordinate and assist with GCSE & A Level registration enrolment day.
- Additional administration duties for sixth form teaching staff as necessary.
- To act as the first port of call and gatekeeper for students to report to when seeking welfare/First Aid assistance and supporting the school's First Aid rota and keeping accurate records

## General

- Attend and participate in relevant meetings, training, other learning activities and performance development, as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of, and a commitment to, equal opportunities and diversity and to standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management; follow established systems of work; use protective equipment where necessary and report defects and hazards to management.

***Duties and responsibilities of the post may change over time  
as requirements and circumstances change.***

***The job description does not form part of the post holder's contract of employment.***

## Person Specification

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	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<b>Skills, knowledge and aptitudes</b>		
Have excellent written and verbal communication skills	E	AI
Have high level ICT skills including familiarity of google packages	E	AI
Be able to exercise initiative and flexibility	E	AI
Have attention to detail.	E	AI
Have the ability to work at pace and manage personal workload in order to meet deadlines.	E	AI
Have the ability to be a creative and analytical thinker.	E	AI
Existing knowledge of Bromcom	D	AI
Existing knowledge of UCAS	D	AI
<b>Qualifications and Training</b>		
Qualifications including GCSE (or equivalent) and/or post 16 further education.	E	A
<b>Experience</b>		
A commitment to hard work and raising standards.	E	A
The ability to work proactively and independently.	E	A
Evidence of relevant personal and professional development.	E	A
Experience of working within an educational setting.	D	A
<b>Personal Qualities</b>		
Plenty of energy, enthusiasm and imagination.	E	I R
The ability to use initiative, work alone and also as part of a team.	E	I R
A good sense of humour.	E	I R
A commitment to equal opportunities.	E	I R
Have an openness to learning and change.	E	I R
The ability to work calmly under pressure and to respond flexibly to changing demands.	E	I R
Good organisational skills and the ability to prioritise.	E	I R
Willingness to learn within the role	E	I R
Be suitable to work within a child-centred environment	E	I R
A positive and proactive approach to meet the demands of the role	E	I R
Confidentiality/ discretion	E	I R
Willing to contribute to the wider life of the school.	D	I R
<b>Safeguarding</b>		
Motivation to work with children and young people.	E	I R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	I R
Emotional resilience in working with challenging behaviours.	E	I R