

## *JOB DESCRIPTION*

Sixth Form Study Room Supervisor (35 hours per week, term time plus one)

### **OVERALL RESPONSIBILITY**

To assist with the raising of standards and achievement at KS5 and meet/exceed challenging targets.

### **OVERVIEW OF THE ROLE**

To be responsible to the Assistant Head of Sixth Form for the provision of efficient and accurate support to ensure that the student study area is monitored and maintained and to monitor attendance. All support staff are expected to participate fully in the school's endeavour to improve teaching and learning within the school. To observe confidentiality at all times.

### **REPORTING TO**

Assistant Head of Sixth Form/ Heads of Year 12 and 13

### **PRINCIPLE RESPONSIBILITIES**

#### **1. SOLE RESPONSIBILITIES**

- Student's independent work area
  - ❖ To oversee student independent learning area
  - ❖ Ensure students work silently and productively, which you will need to enforce.
  - ❖ To monitor computer usage by students
  - ❖ To monitor equipment and report any faults to I.T
  - ❖ To ensure students abide by rules (no eating/drinking/quiet study etc)

- Attendance and punctuality
  - ❖ Identifying attendance problems (registration and lesson attendance)
  - ❖ Monitoring registration and lesson registers to track all attendance
  - ❖ Making calls to students and parents when a student is marked absent
  - ❖ Sending half termly letters home regarding attendance percentages
  - ❖ Notifying the appropriate HoY to take appropriate action
  - ❖ Tracking attendance problems to ensure improvement
  - ❖ Monitoring punctuality by being present at reception on a regular basis
  - ❖ Be on the entry gate in the morning to see students in and take a report of any late, which will need to be added to a detention list for the day.
  - ❖ Be on the gate during morning break to monitor students leaving and arriving site and ensuring they are back in on time from break.
  
- Biometric System
  - ❖ Ensuring students are using the card entry system when entering/exiting the building
  - ❖ Regularly perform spot checks to track student presence on site
  - ❖ Notifying the appropriate HoY to take appropriate action if necessary
  
- Work Experience Co-ordination
  - ❖ Monitor and track students applications to their WEX placements
  - ❖ Keep spreadsheet and HOY informed
  - ❖ Keep all paperwork up to date.
  
- Bursary scheme
  - ❖ To distribute check and collect bursary application forms
  - ❖ To ensure all forms are filled in correctly and contracts have been signed and witnessed
  - ❖ To collate all household income evidence is received, photocopied and documents returned to students
  - ❖ To liaise with the finance department during the decision process
  - ❖ To contact all applicants by letter regarding decision outcome
  - ❖ To record data to pass onto the finance department for half termly payments

- Cultural and Enrichment Programme
  - ❖ To liaise with HoY and organise enrichment activities for Sixth Form students on a half termly basis
  - ❖ Ensure all health and safety checks are carried out
  - ❖ Inform Senior Leadership Team of upcoming events
  - ❖ Ensure all relevant paperwork is completed including letters home and reply slips returned
  - ❖ Assist HOY with information displays on 6<sup>th</sup> Form display boards to promote upcoming events
  
- Staff Gateway
  - ❖ To liaise with HoY to keep Sixth Form Staff Gateway page updated
  - ❖ To oversee online Sixth Form calendar entries

## 2. General responsibilities

- To motivate, support and challenge students to raise their aspirations
- To assist in the organisation of all Sixth Form events such as open days/induction/parents evenings/enrolment
- Assisting with the arrangements of progression of year 11 interviews
- Assisting with the smooth and efficient running of the Sixth Form office by assisting the 6<sup>th</sup> form office manager and working on own initiative
- Assisting with the creation and updating of the Sixth Form database systems for information relating to students and staff, and produce reports as required
- To assist with all internal and external student admissions into the Sixth Form
- To assist with administration of enrolment
- To provide a word processing service for all members of the Sixth Form staff in accordance with laid down procedures
- To assist with the evaluation to improve administrative systems and procedures
- Establishing and maintaining good working relationships with colleagues, students, parents and external contacts
- To answer the telephone as required and deal with enquiries referring to other members of staff in school as appropriate
- To be first aid trained or a willingness to be trained
- To receive and welcome visitors to the school. At all times to deal sensitively with students and parents
- To deal with enquiries from a wide range of people (including staff, students, visitors and external agents) by letter, telephone and in person
- In discharging the duties of the post to have due regard to the provision of Health & Safety at work legislations
- In dealing with members of the school's community to be mindful, at all times and the councils Equal Opportunities policy

- Undertake other duties (commensurate with the level of responsibility) as may be required by the head teachers

#### A Sixth Form Team Member

- Must be able to be a team member
- Have a flexible approach to all administrative duties undertaken
- Must be able to prioritise work and work under pressure
- Must have good inter-personal and organisational skills
- Be willing to attend training courses to enhance development and performance

## PERSON SPECIFICATION

Qualifications and Experience	<input type="checkbox"/> Experience of working in a similar role as a study room supervisor, including monitoring attendance
Skills	<ul style="list-style-type: none"> <li>• Excellent oral and written English skills</li> <li>• Strong interpersonal skills</li> <li>• Excellent organisational skills, with a high level of efficiency, planning and foresight</li> <li>• Confident in the use of ICT with fast, accurate typing</li> <li>• Excellent telephone manner</li> <li>• The ability to work flexibly, using own initiative and prioritising effectively</li> <li>• The capacity to work accurately under pressure with attention to detail</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Exceptionally caring personality</li> <li>• The ability to handle situations with discretion, tact and diplomacy</li> <li>• To show an ability to maintain confidentiality at all times</li> <li>• High levels of personal and professional integrity</li> <li>• High degrees of self-confidence, personal energy and dynamism</li> <li>• Personal warmth, good rapport with pupils, colleagues and parents</li> <li>• Appropriate levels of personal presentation</li> </ul>
Philosophy and Ethos	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>• A commitment to the ethos and strategic direction of the school</li> </ul>

**This post is subject to an enhanced DBS check. PolyMAT is committed to safeguarding and promoting the welfare of children and young people in our academies. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.**