



# St Bonaventure's School

## 6th Form Study Supervisor

### Job Description

<b>Responsible to:</b>	Lead Assistant Headteacher – Director of 6 <sup>th</sup> Form
<b>Appointment:</b>	Permanent, term time plus 2 weeks during the summer holidays. 8.00am to 5.00pm (hours flexible) With 30 minutes for lunch taken from 12:50pm to 1:20pm (amended as appropriate to accommodate timetable changes)
<b>Scale:</b>	GLPC Scale 4
<b>Pay Range::</b>	Points 7-10 £22,377 - £23,607(pro rata)
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To support students in achieving excellent results in the 6<sup>th</sup> Form.</li><li>• To provide information advice and guidance.</li><li>• To ensure the Study environment in the 6th form is quiet, calm and conducive to learning.</li><li>• To support the whole school responsibility for care of students with regard to their well-being and self discipline.</li></ul>
<b>Liaison with:</b>	The 6 <sup>th</sup> Form team. Parents Curriculum Leaders
<b>Responsibilities:</b>	<b>Student Pastoral Care</b> <ul style="list-style-type: none"><li>• To keep accurate registers and records of action taken regarding student absence.</li><li>• To text on each absence, those parents/carers of students that are absent from the Study area.</li><li>• To respond to questions from students and give advice.</li><li>• To deal with and report all emergencies and safeguarding concerns.</li></ul>

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- To monitor the Study room during school break and lunchtime and intervene with regards to issues of behaviour, noise and litter.
- To ensure that the Study room is tidy and well-ordered ready for the start of each lesson.
- To inform the 6<sup>th</sup> Form Leadership of issues of failure to adhere to expected codes of conduct in the Study room and to request assistance as required.
- To use the referral system to report, when necessary, behavioural, academic or other concerns.
- To work with others to ensure that all 6<sup>th</sup> Form Learners have an appropriate Photo Pass for security purposes.

## Learning Support

- To ensure that students complete their work by managing behaviour in the Study room and maintaining an orderly and constructive working environment.
- To ensure that all IT issues and failures are reported to RM swiftly.
- To update the displays within the Study room on a regular basis, or as instructed to maintain a pleasant, stimulating learning environment.
- To maintain an area of the Study room as a resource base for Careers and Higher Education information and guidance.
- To liaise with Curriculum teams to ensure adequate provision of suitable learning materials.
- To work collaboratively with teachers in setting appropriate learning expectations for students and to support the students to achieve these.
- To work collaboratively with teachers in setting appropriate behaviour expectations for students and to support the students to achieve these.
- To assist the school in promoting self-esteem of the students.
- To create and maintain a purposeful, orderly and supportive learning environment at all times.

## General Duties

- To undertake other duties and responsibilities as required by the Headteacher commensurate with the grade of the post.

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### Person Specification

#### Experience:

- Experience of working with and mentoring students in a school environment.
- Has worked with adults in a constructive way.
- Understands Post-16 education and can give advice to students regarding careers and progression.
- Has worked with classes at all ages and all abilities.
- Good understanding of School Management of Information Systems.

#### Skills:

- Competent in the use of English and Mathematics.
- Excellent written and verbal skills
- Excellent organisational and planning skills.
- Able to relate to all staff in the school.
- Able to work on one's own using one's own initiative.
- A good working knowledge of IT.
- A good knowledge of Positive Behaviour management strategies.
- Able to reduce tension in relationships.
- Able to manage a room of students safely.
- Able to supervise students and understand their behaviour and be able to respond to their needs, in a variety of circumstances.
- Able to act quickly and responsibly in the event of an accident, unacceptable behaviour or disruption.
- Understands how students learn.

#### Qualities:

- Passionate about helping students develop.
- Understands that education has the ability to change lives.
- Loves working with children
- Effective communicator
- Confidential
- Trustworthy and honest
- Committed to improving the life chances of children
- Enthusiastic
- Confident, positive and flexible
- Sympathetic to the Catholic Faith and identity of the school.
- A calm disposition.

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