



Hazelwick School

A Converter Academy

JOB TITLE: Sixth Form Study Supervisor

RESPONSIBLE TO: Assistant Headteacher / Head of Sixth Form

Overall purpose of the role is to:

- supervise study sessions for sixth form students
- monitor the attendance and behavior of sixth form students
- provide other administrative assistance as required
- contribute to the overall ethos, work and aims of the school
- promote and safeguard the welfare of students at Hazelwick School

Responsibilities will include:

Sixth Form Study Supervisor:

- supervising students and monitoring the completion of their work as they undertake independent learning tasks during supervised study sessions
- responding to questions from students about process and procedures
- assisting students to undertake set activities as appropriate
- sourcing appropriate work from different subject areas as necessary and establishing a bank of subject specific resources
- maintaining a positive working study environment for the students
- supporting students consistently whilst recognising and responding to their individual needs
- establishing productive working relationships with students, acting as a role model and setting high expectations
- researching and distributing information, advice and guidance for students outside of the university process (information about work experience, apprenticeships, and university open days)
- being responsible for keeping and updating records as agreed with the Head of Sixth Form, contributing to reviews of systems/records as requested
- checking student's engagement and attendance while on work experience with the employer, passing on any concerns to the Sixth Form team.
- keeping accurate attendance records of students undertaking supervised study sessions/ who are not attending a scheduled lesson
- taking appropriate action to deal with absenteeism of students from supervised study sessions, informing the relevant Head of Year of attendance issues or concerns for follow up
- producing regular reports showing attendance/absence figures
- promoting positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour
- monitoring behavior of students, using the school's agreed referral procedures, sharing any concerns with the Sixth Form team, dealing with any immediate problems or emergencies according to the school's policies and procedures
- attending and participating in meetings as required
- participating in training and other learning activities as required

General administration:

- providing general administrative support to the Sixth Form team and wider school admin teams as required and during sixth form study leave periods.
- providing sixth form morning registration cover as required invigilating internal or external examinations when required within the sixth form
- assisting in the updating of display work

Safeguarding:

- Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy

Other Requirements:

- be committed to inclusive education
- contribute to the provision of an efficient and effective learning environment
- maintaining confidentiality at all times
- to be aware of and adhere to all School policies and procedures

All members of staff are expected to work as part of a team. Within this team, there is an implicit understanding of mutual assistance and co-operation with each other. Any member of the team may expect to give and receive help when there are extra work requirements.

Last updated May 2019