



Job Title	BEHAVIOUR SUPPORT: 6th FORM STUDY SUPERVISOR
Grade	2020 Scale 3 (2019 Band 2) Point 4/5 Actual Salary: Min £13723 max £14173
Hours	30 Hours per week (Term Time + Inset days (39 weeks)) Monday to Friday 8.45am to 3.15pm (includes 30 min unpaid break)
Reports to	Director Of The Sixth Form
Responsible for	Supervision of students
Liaison with	Other staff, pupils, parents, external agencies, as required.
Job Purpose	To support the learning of Sixth Form students.
Duties	<p>A) To supervise students in the Sixth Form study centre</p> <p>B) To contribute to and maintain an appropriate working atmosphere</p> <p>C) To offer study advice to individuals as appropriate to liaise with Sixth Form Team Students and respond to their advice in this regard</p> <p>D) To develop and maintain resources for study support including study guides as appropriate</p> <p>E) To liaise clearly with SENCO and library staff – to support the dedicated Accelerated Reader room as required</p> <p>F) To work with subject departments to develop study support materials</p> <p>G) To arrange mentors from businesses and occasional lectures</p> <p>H) To develop, supervise and maintain study boxes in each classroom as resources become available</p> <p>I) To organise and manage an extra curricular study</p> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
General	<p>A) To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</p> <p>B) To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace</p> <p>C) To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</p> <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>

**BEHAVIOUR SUPPORT: 6th FORM STUDY SUPERVISOR
PERSON SPECIFICATION**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Educated to NVQ level 2 or equivalent Experience in a related role Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Being aware of and working with appropriate School policies, regulations and guidance.
	Literacy	NVQ level 2 in English or equivalent.
	Numeracy	NVQ level 2 in Maths or equivalent.
	Technology	Good working knowledge of ICT to support learning and performance of own role
Communication	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting
	Curriculum	Understanding of the school curriculum Knowledge of specialist curriculum area(s) if appropriate
	Child Development	Understanding of the way in which children develop
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults The successful candidate must demonstrate a strong presence when dealing with our young adults and act as a strong role model.
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of Child Protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role