Job Description

Title: Sixth Form Study Centre Supervisor

Hours of Work: 36 hours per week, term-time + 2 weeks (negotiable)

Responsible to: Director of Sixth Form

Responsibilities:

- Supervise students using the Study Centre at all times;
- Providing effective administrative support for the Sixth Form staff, including handling incoming calls to the Centre;
- Managing the facilities and resources in the Sixth Form Centre;

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1. **Supervision of the Study Centre**

1.1 To actively supervise the Sixth Form Study Centre, ensuring that quiet study takes place at all times;

1.2 To deal with any instances of misuse of the Study Centre in a fair but firm manner;

1.3 To oversee the electronic registration of students in the Study Centre each period and follow up any absences;

1.4 To ensure that resources within the Study Centre such as reference text books, periodicals/journals, newspapers and university prospectuses are kept up to date.

2. **Monitoring Pupil Attendance**

2.1 To actively support the raising of attendance levels and the reduction of regular and/or persistent absence across both year groups;

2.2 To work with the Study Centre Supervisors, School Counsellor, Education Welfare Officer and the Sixth Form leaders to implement interventions in school to target individuals and groups with attendance concerns, including carrying out home visits and setting up parental contracts where appropriate;

2.3 To be responsible for the recording, tracking, maintaining and processing of data using SIMS attendance software and other related packages such as IRIS;

2.4 To monitor and investigate first day unexplained absence of pupils, communicating with parents as necessary and pastoral staff;

2.5 Using SIMS attendance software reports to identify any trends and patterns in pupil absence in liaison with tutors, Sixth Form leaders and Senior Staff. This will include the production of weekly, monthly and other timely reports as required;

2.6 To report to parents on specific aspects of information required regarding systems and practices relating to attendance;

2.7 To support leaders in ensuring the accurate maintenance of data held in SIMS, and other data held in support of school management/admin;

2.8 To provide statistical information and data reports as required by Sixth Form Leaders and SLT in relation to annual school censuses and other returns.

3. **Providing Pastoral Support**

3.1 To provide daily support to the Form Tutors for behaviour and attendance issues, including contacting of parents where appropriate;

3.2 To ensure communication with the relevant Form Tutor is maintained around all student matters relating to attendance and/or pastoral support, including the logging of information on SIMS and maintaining records in student files as appropriate;

3.3 To be aware of all pastoral issues relating to students on transition by providing support to the relevant member of staff in terms of planning, visits and transition day activities and follow-up, including events for parents.

4. **First Aid**

4.1 To deal with cases of sickness or accident, maintaining the necessary treatment records and making arrangements for sending pupils home or to hospital;

4.2 To ensure that adequate supervision of pupils in the medical room is in place, contacting parents as appropriate;

4.3 To liaise with the welfare officer and other pastoral staff in connection with medical support required for individual pupils and assist the SENCo with the production and distribution of Health Care Plans etc. as required, including the monitoring of epipen use, storage and training;

4.4 Following any accident, to ensure the required accident forms are completed and processed within agreed timescales;

4.5 To take responsibility for the maintenance and replenishment of first aid boxes within the Sixth Form Centre and the issue of first aid kits for out-of-school visits, ordering supplies as required;

5. **Administration**

5.1 To undertake routine clerical tasks e.g. updating pupil data on the school database; inputting data;

5.2 Issue student ID cards;

5.3 Sort incoming mail; collect and prepare outgoing mail for posting, franking if there are large numbers of outgoing post;

5.4 Play an active part in the organisation and administration of all sixth form activities, including attending all Sixth Form parents' evenings, open evenings and induction days;

5.5 To undertake basic clerical duties including filing, faxing, record keeping, word processing and distribution of documents;

5.6 To undertake any other duties in connection with the administration of the school as reasonably directed by the Director of Operations and/or Director of Sixth Form.

5.7 Ensuring that the vending machines in the Sixth Form Centre are fully stocked at all times.

6. **General**

6.1 To take reasonable care of the health and safety of self, other persons and resources whilst at work;

6.2 To co-operate with SLT as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed, e.g. operate safe working practices;

6.3 This job description does not form part of any employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.

Person Specification

Sixth Form Admin Officer

E = Essential D = Desirable

1	**Aptitudes**		**Evidenced by**
1.1	Able to communicate effectively with staff, students and parents	E	A, I
1.2	Has strong organisational skills	E	A, I, E
1.3	Able to work to tight deadlines	E	A, I, E
1.4	Able to work well within a team	E	I
1.5	Has the ability to relate to young people between the ages of 11 to 18	E	A, I
1.6	Can take initiative and work independently	E	A, I
1.7	Is enthusiastic and has a positive attitude	E	I
1.8	Able to work to high levels of accuracy	E	A, I, E
1.9	Able to plan, prepare and prioritise to ensure completion of tasks	E	A, I, E
1.10	Able to deal with potentially challenging situations calmly and with confidence	E	A, I
2	**Characteristics**		
2.1	Is open, honest and approachable	E	A, I
2.2	Has a willingness to be flexible in order to meet the needs of the school	E	I
2.3	Is self-motivated and hard working	E	A, I
2.4	Has a sense of humour and optimism	E	I
2.5	Demonstrates a professional image and demeanour	E	A, I
2.6	Has high levels of integrity	E	A, I
2.7	Has emotional intelligence and discretion	E	A, I
2.8	Is resilient	E	A, I
3	**Skills**		
3.1	Has strong ICT skills including Word/Database and Excel	E	A, I, E
3.2	Has the ability to prepare reports	E	I, E
3.3	Has knowledge of the SIMS system	D	A, I
3.4	Is able to research data from sources	E	I, E
3.5	Is able to input data to accurate and high standard	E	I, E

3.6	Has analytical skills and the ability to solve problems and draw conclusions from a range of information sources	E	I, E
4	**Qualifications and Experience**		
4.1	Has experience of working with children	D	A, I
4.2	Has previous administration experience	E	A, I, E
4.3	Has experience of working within an educational setting	D	A, I
4.4	Has experience of working in a pastoral / attendance role	D	A, I
4.5	Has proven competence in Excel	D	A, I, E
4.6	Holds GCSE/A-Level or equivalent qualifications (Grade C English)	D	A
4.7	Has previous experience of working with data	E	A, I, E
4.8	Holds a First-Aid/Medical qualification	D	A, I

A = Application form and letter of application
I = Interview
E = Exercise at interview