

Caterham High School

JOB DESCRIPTION

Job Title:	Sixth Form Study Supervisor
Grade:	LBR 5 Scale Point 12-15.
Hours:	35 hours per week. 46.4 weeks / Term time only + 10 directed days
Responsible to:	Head of Sixth Form
Responsible for:	N/A
Date of Job Spec:	March 2021

Core Purpose:

- To support and guide students through Years 12 and 13 to ensure a high-quality work focused environment to support the highest levels of achievement within the 6th Form.
- To support the Sixth Form Leadership team, with bespoke strategies appropriate for 16-19 students, to ensure that students are ready for their next steps in education, employment or further training.
- To assist in tackling underachievement within the 6th Form primarily by working in partnership with students, teaching and pastoral staff, families, parents and carers in the school context to enable students, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning, achievement and participation.
- To use strategies to:
 - Improve learning and study skills to raise attainment
 - Improve attendance, raise standards of behaviour and assist with the transition to university/college and other pathways beyond school
- To take an active and engaged role in the induction of new students into the Sixth Form including participating in external recruitment events when required.

DUTIES

1. Student Progress at KS5

Sixth Form Study Areas:

- a) To take responsibility for The Sixth form Study Areas, supervision of study conditions during lesson times and Common Room space during break/lunch time, ensuring the creation of an atmosphere and ethos for study by engaging positively with students.
- b) To supervise the Sixth Form study area to ensure the environment is conducive to learning and fit for purpose.
- c) Work with the Head of Sixth Form to ensure that the Behaviour Policy is implemented so that effective learning can take place at KS5
- d) Monitor the behaviour of identified students through offering agreed bespoke support strategies
- e) Work with Head of Sixth Form and the pastoral team to coordinate sanctions and rewards and to liaise with parents where appropriate
- f) Oversee condition of rooms/litter/ICT/printer provision.
- g) Organising 6th Form cover/supervision of absent staff classes, distribution of set work

Other responsibilities and duties to promote achievement:

- a) Support the preparation process of students for entry to Higher Education and Apprenticeships
- b) To set a positive ethos for the Sixth Form supporting the school vision and school priorities
- c) Support the Sixth Form Pastoral Team, when necessary, to communicate with parents and carers regarding concerns
- d) Organise before and after school supervised study sessions for students who want or need somewhere to study.
- e) Promote and attend Parents Consultation or Information Evenings.
- f) Monitor the attendance of individual Year 12 and 13 students where this has been raised as a concern by the pastoral team
- g) Run support groups as necessary and appropriate with individuals or small groups of students under the direction of the Head of Sixth Form
- h) Follow school procedures in maintaining regular contact with families and carers in need of support, keeping them informed of needs and progress, with the purpose of securing family support and involvement.
- i) To support the administration and organisation of the enrichment programme, being part of a team running activities as appropriate for Year 12 and 13 students
- j) Contribute to fulfilling the objectives of the School Development Plan

2. Parental Engagement with the Child's Learning

To support the Head of Sixth Form and Senior Leader for Sixth Form:

- (a) To work with parents, supporting them and building their engagement with their child's learning
- (b) Use school procedures to contact families and provide appropriate support to improve attendance and punctuality
- (c) To support hard to reach parents and ensure they are clear about how school systems and structures operate
- (d) To develop a good climate for parental communication and to promote strategies appropriate to engaging parents of Sixth Form students
- (e) In partnership with parents, identify the need for and assist with support groups for parents of targeted students
- (f) To liaise with and support the work of the Sixth Form Administrative Office in relation to attendance, when the early support provided has not resulted in improved attendance under the direction of Line Managers.

3. Reporting

- (a) To maintain accurate and up to date records of work undertaken, including any group work or family work
- (b) To ensure all record keeping relating to students' and families remains confidential in line with school policy.
- (c) To bring relevant information to the Sixth Form Team when learning, behaviour or attendance are analysed, monitored or reviewed.

4. Other

- (a) To attend relevant training or CPD as directed by Line Managers.
- (b) To carry out all duties and responsibilities with due regard to the organisation's existing policies, such as safeguarding, child protection, health and safety, equal opportunities and data protection
- (c) Take an active and significant role in the induction of students into the Sixth Form, throughout the academic year, and in particular during August and September.
- (d) To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

5. Additional 10 days of work

- (a) Additional 10 days of work will take place as directed annually in August including attendance at GCSE and A Level results day
- (b) Duties will include general administration in the processing of applications for Year 12
- (c) Assisting with the enrolment of students including checking GCSE results
- (d) Supporting the Sixth Form Team in providing advice and guidance in relation to UCAS applications and university placement

If possessing the skills and qualifications, or the willingness to develop these, to deliver:

- (a) To work with parents and school staff to identify needs and set up targeted information sessions or workshops covering issues such as health, behaviour, sex, drugs or alcohol.
- (b) To provide bespoke and age appropriate mentoring prior to escalation to the Head of Sixth Form
- (c) Attend training and undertake appropriate professional development activities as required for the role
- (d) Attend relevant staff meetings and whole staff training as required

Equal Opportunities

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

Health & Safety

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's Health & Safety Policy statements. They shall also have regard to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. They should, therefore, ensure that they familiarise themselves with these documents.

In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

Safeguarding of Children and Young People

Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Safeguarding Lead to promote strong, secure systems and development of ethos across the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a teacher will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

I have read, understood and accept the above job description.

Last review date: March 2021

Next review date: March 2022

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____