The Norton Knatchbull School



Job Description

Sixth Form Study Support Supervisor

One year fixed term – 28 hours a week, term time only

Kent Range 3

£15,784 - £17,360 per annum pro rata

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| Purpose of Job is to* Oversee the effective use of the Sixth Form facilities to ensure that students are engaged and maximising potential as part of the Sixth Form team.

Duties and key Responsibilities* Supervise students in the Sixth Form Study Centre to ensure that the study area is a positive learning environment where IT equipment, books etc. are utilised in an appropriate and well-behaved manner.
* Ensure all promotional display material is up to date and enhances the standard appearance of the Study Centre, in order to provide an attractive environment conducive to achieving optimum use for purposeful study.
* Promote a positive environment for effective work ethic/engagement.
* Provide advice and guidance to students on appropriate research and study skills and techniques.
* Support the school’s behaviour for learning policy by promoting positive and courteous behaviour by all students.
* Monitor the engagement, progress and performance of specifically identified students.
* Provide individual and/or group mentoring sessions when required.
* Monitor and assist with student punctuality and attendance.
* Attend and participate in team and staff meetings as required.
* Attend training and undertake appropriate professional development activities as required for the role, or as identified in professional development reviews or operational supervision.
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.
* Any other duty according to the needs of the school and within the competence of the postholder commensurate with this level of post.
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