



NORTHAMPTON SCHOOL *for Boys*
Billing Road Northampton NN1 5RT
Executive Headteacher: Richard Bernard



JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post: Sixth Form Study Manager

Hours: 37hrs per week / 39 weeks Term Time only plus 5 training days
8.00am - 4.00pm Mon-Fri to include unpaid lunchbreak daily

Salary: Support Staff Pay Range 10-19

LINE MANAGER: Deputy Headteacher - Director of Sixth Form/Deputy Director of Sixth Form.

All staff are expected to:

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Always treat students with dignity and observe proper boundaries appropriate to a professional position.
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Uphold school policy and practice, promote actively the agreed policies of the school, and implement the Code of Behaviour and Dress Code as a matter of routine.
- Follow agreed school policies for communications within the school.
- Ensure that accommodation is treated with respect and in line with any Health & Safety procedures.
- Play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- Comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.
- Be thoroughly professional and demonstrate consistently high standards of personal and professional conduct.
- Maintain high standards in their own attendance and punctuality.
- Work as a member of the support staff team and to contribute positively to effective working relationships.
- Communicate effectively with fellow members of the team.
- Be courteous to colleagues and provide a welcoming climate to visitors and callers.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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Purpose of the Job:

- To be responsible for managing all aspects of the Sixth Form Study Centre to maintain a productive academic working ethos.
- Supervision of Sixth Form students in their study periods.
- Monitoring and supporting students.
- Setting high expectations in the Sixth Form Study Centre.
- Supporting Sixth Form administration including monitoring attendance and punctuality.

Specific roles and responsibilities:

The Sixth Form is made up of approximately 600 students who are organised into 20 different Form Groups.

The purpose of this post is to support student development under the direction of the Deputy Director and Deputy Headteacher - Director of Sixth Form. Because of the high level of responsibility and broad scope of duties, a real commitment to the role combined with a willingness to be flexible in sharing and scheduling the workload are essential components of this job. The Sixth Form Study Manager will be responsible for managing the Sixth Form Study Centre and for monitoring Sixth Form attendance to all supervised study sessions. The Sixth Form Study Manager will also contribute to the monitoring of student attendance across all lessons in the curriculum.

Key Responsibilities:

- Ensure supervision of Sixth Form students in supervised study lessons, setting high standards and expectations in line with the academic ethos of the school.
- Ensure the maintenance of good order and discipline when students are engaged in supervised study in the Sixth Form Study Centre.
- Continually promote the Sixth Form Study Centre as an environment for quiet and private study.
- Maintain registers for students attending supervised study sessions.
- To staff and oversee the Sixth Form entrance including relevant administration associated with mandatory lanyards for all students.
- Support the Behaviour Policy and other relevant school policies, including upholding the Student Code of Conduct.
- To monitor Sixth Form students' adherence to the Sixth Form Dress Code and challenge/sanction students who are not dressed appropriately including not wearing lanyards.
- To support and monitor Sixth Form interventions, where necessary.
- To support students in their individual learning, in small groups or as a whole group.
- Be responsible for continually promoting the school ethos.
- Liaise with Sixth Form Management Team to maximise learning opportunities for students in study periods.



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- To liaise with the Sixth Form Management Team and Sixth Form Tutors with regards to any emerging and ongoing student concerns and ensure information is passed onto the correct staff.
- Assist in the development of materials, systems and activities to ensure that students make the best use of their supervised study sessions and support to maximise their academic potential.
- To support with Sixth Form administration tasks where you have capacity and when required at key points in the academic year – for example linked to UCAS. The actual tasks will be agreed in liaison with you and the Directors of Sixth Form.

Person Specification

- Good level of education including Grade C / 4 or above at GCSE / 'O' Level English and Maths.
- Effective communication and interpersonal skills with both adults and young people.
- Enhanced ICT skills – can also use ICT effectively to support learning when necessary.
- Previous use of SIMs (or similar MISs) desirable.
- Ability to work independently and use own initiative.
- Prior experience as a Student Manager/similar post would be an advantage.
- Prior experience of working with Sixth Form students would be an advantage.
- Prior experience of working or studying in Higher Education would be an advantage.

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The Academy has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

The Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

June 2025