



ST. MARY MAGDALENE  
C OF E SCHOOL

## **Sixth Form Study Supervisor Job Description**

### **Core Purpose of Role**

At St Mary Magdalene, we recognise the impact of a pupil's home life on their ability to access education. The role of our Study Supervisor is to support the study culture and independent learning in the Sixth Form student community, as well as to provide additional support to our wider school administration team.

### **Specific responsibilities and duties**

- To oversee the Sixth Form independent learning session supervision, this will involve supervision before school, during school and after school.
- To coordinate and execute the independent learning programme within the 6<sup>th</sup> Form, working with the Director of 6<sup>th</sup> Form and Assistant Director of 6<sup>th</sup> Form. This will involve the administration of the e-learning platform in place to deliver the independent learning tasks and assessment periods
- To lead on the online learning aspects of the 6<sup>th</sup> Form enrichment programme
- To monitor the conduct of students whilst in 6<sup>th</sup> Form independent learning sessions, maintaining high standards of behaviour
- To register students effectively in 6<sup>th</sup> Form independent learning sessions.
- To track the attendance of students at these sessions and raise concerns immediately to the Director of 6<sup>th</sup> Form and Assistant Director of 6<sup>th</sup> Form where student attendance is poor. This will also involve working with the KS5 Student Welfare Officer.
- To liaise with parents/carers where necessary and work with the pastoral team to stage interventions in line with the School Behaviour policy
- To ensure that students are completing appropriate work and to track and monitor this robustly on a daily basis
- To liaise with other members of the Leadership Team and Heads of Department to monitor the setting and completion of work
- To work, as required 1-2-1 with students, as directed by members of the pastoral team
- To be prepared to act as a Family Group Tutor, for the 6<sup>th</sup> Form, as required
- To be prepared to act as an EPQ Supervisor, as required
- To become involved in the school's Beyond 18 process; supporting students with job and university applications, and to become, in time, part of the wider UCAS team
- To work collaboratively with the 6<sup>th</sup> Form team.
- To support all 6<sup>th</sup> Form students academically and pastorally.

### **On occasions you may also be required to:**

- To provide administrative support to our '6<sup>th</sup> Form team'
- To support in the supervision of students – i.e. to be on the duty rota across the school



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## Safeguarding

### General

- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

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.

- All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.
- 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.

### Experience

- Previous experience of working within a school or professional environment
- Experience of working with young people
- Previous experience of working with students at post-16 level would be an advantage

### Skills & Abilities

- Evidence of good secretarial/administrative skills
- Ability to motivate students.
- Ability to work effectively with key stake-holders.
- Ability to prioritise key tasks and manage time effectively.
- Ability to analyse information and identify key areas for action
- Accuracy and attention to detail in collecting information and producing reports.
- Knowledge of Microsoft Word, Excel and PowerPoint.
- Knowledge of virtual learning environments would be desirable

### Qualifications

- GCSE qualifications (or equivalent)
- A Level or degree qualifications (not required, but desirable)
- Any relevant teaching qualifications would be advantageous



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### **Personal Qualities**

- High levels of behavioural expectations
- The ability to challenge students on their behaviour in a non- confrontational and supportive way
- Excellent verbal and written communication skills
- Ability to enthuse others
- Empathy with learners and teaching staff
- Ability to work on own initiative
- Planning, organisation and time management skills
- Ability to work flexibly as part of a team
- Commitment to continuous professional development
- Willingness to contribute to the extra-curricular provision within the Sixth Form and wider school community.
- The ability to be flexible in terms of the role performed

### **Mandatory requirements**

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in School
- Commitment to equal opportunities