



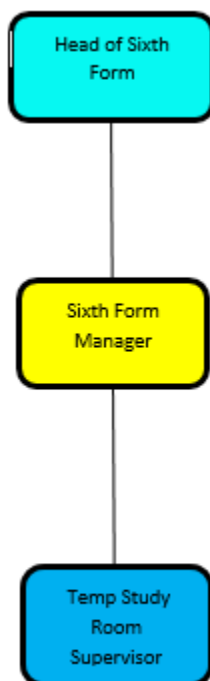
Job Description

Job title: Temporary Sixth Form Study Room Supervisor	Location: Sixth Form
Grade: Grade I	Hours per week: 30 hours Term time only
Notice period: One month	Hours of work: TBC

Job purpose

To promote the good behaviour of pupils to both support their own learning and the learning environment for all pupils.

Designation of post and position within departmental structure



Main Duties and Responsibilities

- Supervise the Sixth Form study room and social areas, managing pupil behaviour to ensure a purposeful and safe working atmosphere. Prepare and maintain the learning environment.
- Supervise and monitor attendance of students on supported independent study programmes. Establishing productive working relationships with pupils and acting as a role model.
- Invigilate tests and examinations.
- Provide general clerical/administrative support including: photocopying, filing, e-mailing, typing, sorting, distributing mail, events planning, etc. relating to Sixth Form
- Provide administration support to the work placement programme and monitoring of student destinations.
- Attend and participate in regular meetings, as required.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Trust Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- The post holder is responsible for ensuring that the school child safeguarding policy is adhered to and concerns are raised in accordance with this policy.
- Carry out tasks as reasonably required by the Headteacher.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of Job (Budgetary/Resource control, Impact)

The post holder is line managed by the Sixth Form Manager.

The post holder does not hold any budgetary responsibilities.

Print Name: _____

Signature: _____

Date: _____