

## HESTON COMMUNITY SCHOOL

### JOB DESCRIPTION: SIXTH FORM PRIVATE STUDY SUPERVISOR AND ADMINISTRATOR

<b>Post Title</b>	Sixth Form Private Study Supervisor and Administrator
<b>Overall responsibility:</b>	To support and supervise students in the Sixth Form Centre, including the supervision of whole classes during the short-term absence of teachers.
<b>Reporting to:</b>	Head of Sixth Form
<b>Liaising with:</b>	All Staff
<b>Disclosure Level:</b>	Enhanced
<b>Salary/Grade:</b>	NJC SC5

#### **Purpose**

To ensure the Sixth Form Centre is a productive and meaningful learning place to support students achieve their potential. The Sixth Form Private Study Supervisor and Administrator will work with Post 16 Students to support their learning and maximise their chance of success at University and beyond. Under the direction of the Deputy Headteacher and Post 16 Learning Coordinators and the Sixth Form Centre Manager, the post holder will provide support to Sixth Form learners by helping them develop both their academic skills and personal development. They will act as a role model and mentor for learners, implementing and monitoring strategies to raise aspirations and attainment in students and encourage progression to Higher Education and beyond.

The post holder will be key in ensuring the day-to-day smooth running of private study periods, events and workshops in the Sixth Form.

#### **Key tasks and accountabilities will include the following:**

Under the direction of the Head Sixth Form to:

- Supervise the Sixth Form Private Study facilities ensuring students are well behaved and focused in learning
- Challenge students who do not follow instructions regarding work ethic and conduct and liaise with the Learning Coordinator
- Support with monitoring and tracking students' progress for UCAS and Apprenticeship applications
- Support Sixth Formers in developing effective study skills, independent skills and research skills
- Record and process Sixth Form attendance data e.g., monitoring and investigating first day unexplained absence, identifying trends and patterns; producing reports as required
- Ensure the accurate maintenance of data held in SIMS and provide accurate information for statutory returns including the annual CENSUS return
- Support the Sixth Form team and Careers Advisor in promoting and displaying enrichment and HE/FE opportunities
- Be responsible for the condition, security and safety of the Sixth Form Study Centre, including displays in order to provide an attractive environment conducive to purposeful study
- Collect Bursary forms and relevant supporting paperwork by mid-September
- Work closely with the Year 11 Learning Coordinator to ensure a smooth and supported transition process from KS4 to 5 - support with general recruitment and admissions.
- To liaise with external agencies regarding the welfare of students as required.
- To participate, when required, in various recreational and educational activities and to accompany students either to other areas of the site or off site for scheduled meetings or activities.
- To receive parents and visitors and participate in open days and evenings as required.
- Contribute to fulfilling the objectives of the Sixth Form Development Plan.

### **Broader Responsibilities**

- To work collaboratively as a member of the School Team.
- To play a full and active part in the life of the School Community.
- To support the safeguarding of students and staff.
- To support the School's distinctive mission and ethos.
- To lead by example and from the front.
- To encourage and ensure staff and students follow the example set and to challenge constructively when the standards set are not met.
- To promote actively the School's corporate identity and policies.
- To continue to be a lifelong learner and encourage others to be the same.
- To comply with the School's Dress Code, Health and Safety Policy and to undertake Risk Assessments, as appropriate.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review at the direction of the Headteacher.

**This Job Profile is current at the date shown but, in consultation with you, may be changed by your Line Manager, Academy Business Manager or Headteacher to reflect or anticipate changes in the job commensurate with the salary and job title.**

### **Context:**

All staff are part of a whole school Team. They are required to support the values and ethos of the School and school priorities as defined in the School Development Plan.

This will mean focusing on the needs of colleagues, parents/carers and students and being flexible in a busy and pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 [2] of the Rehabilitation of Offenders 1974 [Exemptions] [Amendments] Order 1986. Therefore, applicants are not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

**The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

## PERSON SPECIFICATION

		Essential	Desirable	Evidence
<b>Qualifications and Experience</b>				
1	GCSEs grade C/4 or above, including Maths and English	✓		A
2	Level 3 or higher qualifications		✓	A
3	Evidence of recent and relevant training		✓	A
5	Working as part of a team	✓		R, I
6	Working effectively in an education environment or with young people		✓	R, I
8	Knowledge and understanding of Safeguarding practice		✓	A, R, I
<b>Skills, Personal Attributes and Behaviours</b>				
11	Listen to and reflect on feedback from others	✓		R, I
12	High level of verbal and non-verbal communication skills	✓		A, I
13	Strong level of ICT skills	✓		R, I
14	Able to build and maintain positive relationships with individuals	✓		R, I
15	Prioritise, plan and organise self	✓		R, I
16	Use of SIMS or equivalent		✓	A, R, I
17	An interest in educational issues	✓		A, R, I
18	A commitment to inclusion	✓		A, R, I
19	Positive attitude	✓		R, I
20	Calm disposition	✓		A, R, I
21	Approachable with a good sense of humour	✓		R, I
<b>Ability to Fulfil Wider Professional Responsibilities</b>				
22	Willingness to make a positive contribution to the wider life and ethos of the School	✓		R, I
23	Ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

**Key to Evidence: A = Application**

**I = Interview**

**R = References**