



HECKMONDWIKE
GRAMMAR SCHOOL

JOB DESCRIPTION

JOB TITLE:	Sixth Form Study Facilitator
SALARY:	SCP 4 £18,933 pro rata (£12,554.47 actual salary)
HOURS OF WORK:	8.15am to 2.15pm - Term Time only.
RESPONSIBLE TO:	AHT – Director of Sixth Form

MAIN DUTIES

A Specific Duties

1. To effectively monitor and supervise silent study in the sixth form areas.
2. To supervise sixth form students' completion of work and application to learning, ensuring positive behaviour for learning is maintained throughout the day.
3. To ensure high standards of behaviour throughout the sixth form study areas with all students engaged in silent study.
4. To register all students in the sixth form study areas and record attendance on SIMS.
5. To support the work of the Attendance and Health Officer and the Head of Year to optimise student attendance in the sixth form study areas. This may for example include contacting parents to check on student absence from silent study.
6. To organise and supervise the orderly movement of students in/out of study areas within the sixth form area.
7. To supervise students in sixth form areas ensuring that the School's behaviour code is respected at all times.
8. To refer any concerns of an academic or pastoral nature to the relevant Head of Year.
9. To report to the Head of Year any breach of rules or conduct or event which may affect the safety and well-being of the pupils or cause damage to school premises.
10. To ensure that the highest standards of professionalism are exhibited at all times.



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11. To show a commitment to all students, ensuring that no student is forgotten or allowed to fall behind.
12. To foster a climate of higher expectations, excellence and mutual respect in the Sixth Form and across the school.
13. To support members of the Sixth Form Team in terms of student dress, wearing ID badges, conduct, welfare and progress.
14. To use the behaviour management system to record praise and concerns for students.
15. To meet with the Sixth Form Team where necessary.
16. To participate in the promotion of the school to external students as required.
17. To ensure that all child protection and safeguarding policies are implemented appropriately, under the direction and guidance of the Head of Sixth Form.
18. To be a high profile presence around the Sixth Form.
19. To maintain accurate and up-to-date registers and records for students referred to silent study.
20. To communicate effectively with all members of the school, parents and the wider community as required.

B General Duties

1. To supervise sixth form students during the day to ensure the safety, welfare and good conduct of students at all times.
2. To take registers (where appropriate) in the absence of teachers and record attendance on SIMS.
3. To complete basic administration tasks when directed (to support the work of the Administration and Communications Team or Information and Exams Team). Typically this will include entering data onto SIMS, photocopying or filing.
4. Within the parameters of school practices and procedures, assist as appropriate to ensure Health and Safety is maintained.



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5. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards pupils or employees, including those who may be for example from minority ethnic communities, women, disabled or older people. The post holder should also counteract such practice or behaviour by challenging or reporting it.
6. Any other duties as may reasonably be requested of you by the Head Teacher or his representative.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

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