



St Bonaventure's



6th Form Study Supervisor

Job Description

Responsible to:	Lead Assistant Headteacher - Director of 6th Form
Liaison with:	6th Form Team, Year Leaders, Curriculum Leaders
Appointment:	Permanent, Term Time plus 2 weeks during the summer holidays (public exam results)
Hours:	37.5 hours per week 9:00am to 5:00pm (with 30 mins for lunch)
Salary:	GLPC Support Staff
Pay Range:	Points 7-10 (£29,346 - £30,630 FTE per annum) pro rata
Terms:	School Support Staff Green Book

Purpose of the role:

To support students in achieving excellent results in the 6th Form by providing information and guidance and ensuring the study environment is conducive to learning. This is achieved by having well established routines in place, high expectations of behaviour for learning and excellent study habits.

To support the whole school responsibility for care of students with regard to their well-being and self discipline.

To work collaboratively with the Director of 6th Form, Assistant Director and Year Leaders to ensure students get the best possible environment in which to work most effectively to achieve their best.

Main Responsibilities:

Student Pastoral Care

- To keep accurate registers and records of action taken regarding student attendance in 6th Form Study
- To liaise with the 6th Form Team on student absence, and follow school procedures
- To respond to questions from students and give advice and guidance
- To deal with and report all emergencies and safeguarding concerns
- To manage a busy study area and ensure it is a quiet, calm and productive working environment

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- To monitor the Study room during school break and lunchtime and intervene with regards to issues of behaviour, noise and litter.
- To ensure that the Study room is tidy and well-ordered ready for the start of each lesson.
- To inform the 6th Form Leadership of issues of failure to adhere to expected codes of conduct in the Study room and to request assistance as required.
- To use the referral system to report, when necessary, behavioural, academic or other concerns.
- To work with others to ensure that all 6th Form Learners have an appropriate Photo Pass for security purposes.

Learning Support

- To ensure that students complete their work by managing behaviour in the Study room and maintaining an orderly and constructive working environment.
- To ensure that all IT issues and failures are reported to RM swiftly.
- To update the displays within the Study room on a regular basis, or as instructed to maintain a pleasant, stimulating learning environment.
- To maintain an area of the Study room as a resource base for Careers and Higher Education information and guidance.
- To liaise with Curriculum teams to ensure adequate provision of suitable learning materials.
- To work collaboratively with teachers in setting appropriate learning expectations for students and to support the students to achieve these.
- To work collaboratively with teachers in setting appropriate behaviour expectations for students and to support the students to achieve these.
- To assist the school in promoting self-esteem of the students.
- To create and maintain a purposeful, orderly and supportive learning environment at all times.

General Duties

To undertake other duties and responsibilities as required by the Headteacher commensurate with the grade of the post.

Person Specification

Experience:

- Experience of working with and mentoring students in a school environment.
- Has worked with adults in a constructive way.
- Good understanding of School Management of Information Systems.

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Skills:

- Competent in the use of English and Mathematics.
- Excellent written and verbal skills
- Excellent organisational and planning skills.
- Able to relate to all staff in the school.
- Able to work on one's own using one's own initiative.
- A good working knowledge of IT.
- A good knowledge of Positive Behaviour management strategies.
- Able to reduce tension in relationships.
- Able to manage a room of students safely.
- Able to supervise students and understand their behaviour and be able to respond to their needs, in a variety of circumstances.
- Able to act quickly and responsibly in the event of an accident, unacceptable behaviour or disruption.
- Understands how students learn.

Qualities:

- Passionate about helping students develop.
- Understands that education has the ability to change lives.
- Enjoys working with children / young adults
- Effective communicator
- Confidential
- Trustworthy and honest
- Committed to improving the life chances of children
- Enthusiastic
- Confident, positive and flexible
- Sympathetic to the Catholic Faith and identity of the school.
- A calm disposition.

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

All employees are expected to complete a DBS check.

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