

COWLEY INTERNATIONAL COLLEGE

Post: Sixth Form Study Supervisor
Grade: Band F NJC SCP 22-25 (£20,456 - £22,434 pro rata)
Contract: Term time only + 5 staff days
Responsible to: Assistant Head (Director of Post 16 Learning)

Purpose of the Post:

- Supervision of the Sixth Form Study Area to ensure it is a focused learning environment.

Working hours: 37 hours per week. 4 days per week 8.15am – 4.30pm and 1 day 8.15am – 4.00pm (45 minutes lunch).

Specific Responsibilities:

- Supervise and monitor students in the Sixth Form Study Area.
- Supervise sixth form classes requiring cover; liaising with subject staff to ensure that appropriate resources are available for cover lessons and ensuring students stay on task throughout the session.
- Maintain registers of students during cover sessions and guided study periods.
- Monitor attendance of students in the Sixth Form Study Area.
- Work with targeted students to raise achievement in the Sixth Form.
- Develop materials, systems and activities to ensure that students make the best use of their study sessions.
- Maintain the stock of reference books and electronic equipment.
- Work collaboratively with members of the Sixth Form team to help students identified as requiring additional support.
- Challenge students whose work ethic is less than satisfactory and liaise with the Heads of Achievement for Y12 and Y13 as required.
- Supervise the work of the Assistant Sixth Form Study Area Supervisor.
- Provide guidance and assistance to students on:
 1. appropriate strategies for the selection of information resources;
 2. the effective use of specific sources, e.g. reference materials;
 3. next steps following Sixth Form, including support in completing UCAS applications.
- Maintain a safe and stimulating environment conducive to purposeful study, ensuring risk assessments and health and safety checks are carried out in compliance with associated policies and procedures.
- Ensure the Sixth Form Study Area is a centre of excellence in terms of display.
- Provide data and reports as required.
- Provide administrative support as required to the Sixth Form team.

General Responsibilities:

- Responsible for safeguarding and promoting the welfare of students.
- Participate in all aspects of training and development.
- Comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.
- Communicate the Health and Safety Policy, procedures and guidelines to all employees under the management/supervision of the postholder. Monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.
- Comply with the Council's/College's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
- Be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
- Comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

The details within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or

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the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

Date prepared: June 2016

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PERSON SPECIFICATION: SIXTH FORM STUDY SUPERVISOR

		Essential	Desirable	Where Measured
Qualification criteria	Maths and English to Grade C GCSE or equivalent	✓		Application
Knowledge and Experience	Knowledge of good practice of working with post 16 students	✓		Application/interview
	Experience of using attendance and administration systems	✓		Application/interview
	Knowledge of behaviour management strategies		✓	Application/interview
	Current education framework and the needs of a comprehensive, secondary school		✓	Application/interview
	Experience of working in a Library/Resource Centre within an educational environment and undertaking leadership and management from therein		✓	Application/interview
Skills and abilities	Ability to provide appropriate challenge for students to meet the levels of behaviour and self-study to ensure their learning	✓		Application/interview
	Excellent communication skills, both oral and written	✓		Application/interview
	Ability to work independently and as part of a team	✓		Application/interview
	Ability to use ICT for administration purposes			
	Ability to form and maintain appropriate relationships and personal boundaries with young people	✓		Application/interview
Personal attributes	Highly motivated showing resilience, stamina and reliability under pressure	✓		Interview
	Flexible attitude towards work and can adapt quickly to new demands	✓		Interview