# QUEENS’ SCHOOL

**Dare to be Great**

## Sixth Form Study Supervisor

### Job Description

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<tr>
<th><strong>Post title</strong></th>
<th>Sixth Form Study Supervisor</th>
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<tbody>
<tr>
<td><strong>Reporting to</strong></td>
<td>SLT</td>
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<tr>
<td><strong>Purpose</strong></td>
<td>To promoting academic and social success, maximising outcomes for all students.</td>
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<tr>
<td><strong>Main Responsibilities</strong></td>
<td>Supervision of private / supported study; Promotion of good learning behaviours, wellbeing, punctuality and attendance; Identifying students causing concern; Implementing study support / intervention strategies.</td>
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| **Grade** | H3, Scale 5-6, pro rata |
| **Hours of Work** | 8.30 - 4.00, 35 hours per week, term time only (30 minute lunch break) |

### Leadership and Management

- To ensure that the Sixth Form Study Centre / Library is silent and conducive to productive learning
- To support the emotional, behavioural and learning needs of students and take appropriate action to meet those needs
- To support students with their learning giving advice on study methods and skills
- To manage the Supported Study Programme
- To contact subject teachers and/or form tutors if students claim they have no work to do or if they are not using their time in silent study effectively
- To monitor students on A2L Report by seeing the relevant students daily and discussing their progress on report to feed back to the Sixth Form Team about whether or not a student has made improvements.
- To support students writing personal statements
- To support students during enrolment/registration in the first week of September

### Behaviour for Learning

- To ensure that high standards of student behaviour are maintained through effective intervention and the use of effective behaviour management strategies
- To promote activities which encourage social responsibility and positive student attitudes.
• To promote high standards of punctuality and attendance through the adoption of effective intervention strategies
• To promote good study skills

**Student Wellbeing**

• To be aware of all support services available both inside school and to refer students to them
• To act as a key worker to students identified as being in need of extra support
• To provide CAG as required to students

**Administration**

• To promote and support Educational Trips and Visits
• To provide supervision at break and lunch
• To ensure personal records remain up to date
• To make organisational arrangements for the admission and induction of new students
• To support with Parents’ Evening arrangements, Open Day and Sixth Form events
• To complete administrative tasks as required for the Sixth Form team

**Training & development of self and others**

• As a lead professional set personal targets and take responsibility for own continuous professional development.
• To train and develop staff on all aspects of student support and behaviour

**Other specific duties**

• To carry out the duties in the most effective, efficient and economic manner available
• To support the school ethos
• To maintain confidentiality at all times
• To carry out and communicate Queens’ School’s values in all aspects of work
• To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

*In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.*
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November 2018