



## **6<sup>th</sup> Form Centre Supervisor**

### **Job Description**

<b>Line Manager</b>	Deputy Head (Pastoral) & Assistant Head (Sixth Form)
<b>Department</b>	Administration Support
<b>Required from</b>	January 2022
<b>Job type</b>	Full time, term time only, 37.5 hours per week
<b>Hours</b>	0800 – 1630 with 1 hour for lunch
<b>Role Profile</b>	The appointed candidate will be expected to maintain a flexible and collaborative approach in order to meet the demands of this busy role

### **Key duties and responsibilities**

#### **Sixth Form**

- Provide day to day administrative support to the Assistant Head (Sixth Form) and Sixth Form Heads of Year as required
- To be a welcoming and supportive supervisory presence in the sixth form centre, with the ability to be assertive when the need arises.
- Manage signing in and out of the sixth form centre
- To actively promote effective independent study
- Control the booking of study rooms
- To create a positive and focused study environment for the sixth form pupils, as well as a mutually respectful and calm environment in the social spaces.
- Help support individual students study plans with guidance from Tutors
- To support the organisation of key sixth form events
- To ensure that there is effective communication with pupils and their parents regarding sixth form matters
- To supervise the study and resource base during the day, and the social spaces at key social times (morning break, lunchtime and after school).
- To promote high standards of behaviour in the sixth form centre
- Provide welfare support for Sixth Form Students
- To foster positive relationships with pupils
- To ensure that the Sixth Form Centre is a tidy, welcoming and conducive environment
- To make a significant contribution to the recruitment and retention of pupils into the sixth form
- To liaise with the Head of Library Services to monitor and maintain the small reference library
- Support Careers and Sixth Form Academic excellence departments
- To organise and monitor use of lockers
- To promote the community values of the sixth form
- To attend sixth form evening events as required (time off in lieu)
- Liaise with IT Services to ensure that ICT and reprographics facilities support the needs of the pupils
- Update communications boards and create posters for the building
- Maintain stationery stock
- Support the Assistant Head (Sixth Form) in the management of spending
- Registration of Students each day into Wortley, extracting data, publishing lists, inf. Tutors etc

- Record keeping, including updating the school IT system (iSAMS), e.g. to record leave of absence requests

### **Whole School**

- Support the Deputy Head (Pastoral) by monitoring whole school registers day to day and ensuring that they are completed by staff
- To support the work of other members of the administrative team as required by the Deputy Head (Pastoral)
- Be a point of contact for the domestic staff in the Sixth Form Centre, working together to ensure it is maintained and run to the highest of standards
- Report maintenance issues in the building

### **Person Specification and Qualifications**

The postholder will ideally have a background in either education or the commercial sector.

### **Essential Skills**

- Education to at least A Level standard or equivalent
- A further qualification or relevant experience that has developed the following skills:
  - An understanding of independent education and the needs of sixth form pupils
  - Excellent inter-personal skills
  - Strong IT skills (Microsoft Office)
  - A commitment to providing a high quality of care and support to the pupils and staff
  - A proven capacity to manage and prioritise a variable workload
  - Excellent organisational skills
  - Drive and enthusiasm

### **Salary and benefits**

- Salary will be commensurate with qualifications and experience
- A contributory pension scheme is available along with use of school leisure facilities, free onsite parking, and free lunch in the School dining facility during term time.