



Job Description

Employees of the Skills for Life Trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Study Room Supervisor

Reporting to: Heads of Sixth Form

Main Objective: To manage the Sixth Form Study Room under the guidance of the Heads of the Sixth Form, offering support as appropriate to students during independent study with a particular focus on enabling all students to become effective independent learners.

Key Duties

- Provide learning support as required to individual students or small groups engaged in independent learning in the Study Room.
- Assist in drawing up and undertaking delivery of individual student learning programmes as required.
- Assist the Heads of Sixth Form with observation and monitoring of the progress of students, maintaining accurate records of those with special needs provision in order to ensure appropriate documentation of all interventions.
- Promote positive behaviour patterns, raise self-esteem and improve independent working in students to assist their education and growth.
- Assist the Heads of Sixth Form where necessary with preparation, organisation and display of differentiated resources used to ensure effective and efficient teaching.
- Keeping an up to date check on subject and careers related resources available for use in the Study Room and liaising with the Heads of Sixth Form and subject coordinators to ensure that deficiencies are rectified.
- Attending internal and external INSET as required by the Heads of Sixth Form in order to assist professional development.

- Accompanying students on educational visits if appropriate, liaising with outside agencies regarding any visits.
- To support the school teaching staff by supervising in the study room at break times and lunchtimes.
- Support students with pastoral care as required.
- Maintain study room wall displays.
- Liaise with other staff in terms of mentoring, peer counselling.
- Ensuring students advised of meetings, activities, etc.
- Daily safety check of Study Room.

Additional Tasks

- Attendance – compile absence list and attendance figures on a daily basis, checking absences and contacting parents if necessary.
- Monitoring for Intervention – preparation of data for staff, compiling data and sending letters home on a termly basis.
- Lesson Monitoring – compiling lesson absences lists. Liaising with Heads of Sixth Form to ensure follow up and where appropriate, to communicate with parents.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Trust, or anticipated changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed.....
Employee

Date.....

Person Specification

	Essential	Desirable
A good level of education (GCSE's A*- C or equivalent).	x	
Previous experience of assisting with the tutoring of children.		x
Excellent communication and interpersonal skills.	x	
A readiness to study for a further relevant qualification.	x	