



HIGHWORTH GRAMMAR SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Job Description:	Sixth Form Learning Supervisor
Grade:	Kent Range 5
Employed for:	35 hours per week term time only plus Staff Development Days
Hours of Work:	8.15am-3.45pm with half an hour unpaid lunch break
Responsible To:	Sixth Form Manager
Purpose:	To supervise Sixth Form students undertaking supplementary study. To monitor and follow up student attendance to supplementary study. To help monitor Sixth Form attendance and contact students, parents and carers (by phone or letter) when attendance falls below expectations.

Accountabilities	Indicative tasks/actions
Monitor and supervise students engaged in learning activities.	Register Supp Study groups Keep students on task Monitor Readiness for Learning and ensure work spaces are being used appropriately In the absence of KS5 staff, supervise KS5 lessons in the work spaces and ensure set work is adhered to Register KS5 cover lessons when appropriate Monitor attendance to Supp Study Contact students, parents and carers when attendance to Supp Study falls below expectations Provide emergency KS3 and KS4 cover Ensure a suitable learning atmosphere is maintained Run Sixth Form detentions (12:35-13:00)
Adhere to school policies and procedures so that students' learning is supported	Follow school behaviour policy Have high expectations of all students Keep abreast of relevant legislation
Carry out administrative tasks	Support the Sixth Form manager in processing Sixth Form Attendance letters, including those related to Supp Study Support the School Attendance Officer with Sixth Form Attendance issues and following up the Firebox Support the School Attendance Officer with parental / carer contact and vulnerable student contact Attend regular meetings with line manager (Sixth Form Manager) Carry out additional administrative tasks as required
Work as part of a professional team in a manner that enhances the ethos of the school	Promote positive values Suggest ways of improving systems and procedures Seek help and take advice Seek opportunities for development
Supervise students throughout the school from 12.10pm – 13:00pm according to the instructions of the Headteacher or his/her representative	Be pro-active in challenging inappropriate behaviour Encourage students to clear all rubbish

in order to maintain efficient and effective discipline	
As part of a trained first aid team: Deal with sick and injured students in an emergency in line with school procedures Note: students requiring medical assistance that is not urgent go to their SSM in the first instance	Assess students and take appropriate action Seek further medical help if necessary. Liaise with parents and attendance officer. Keep records of all accidents and treatments and ensure documentation of injuries/liaise with H&S Officer as appropriate. To maintain qualified First Aider training and be part of a team providing 'on-call' first aid support throughout the school.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Highworth is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

PERSON SPECIFICATION

	CRITERIA
QUALIFICATIONS	Level 2/3 Diploma (or equivalent) First Aid qualification (or be willing to train)
EXPERIENCE	Successful recent experience of working with children of relevant age
SKILLS AND ABILITIES	Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations. Ability to communicate, motivate and engage students and parents/carers
KNOWLEDGE	Knowledge of procedures for supervising learning. Specialist knowledge of behaviour management. Knowledge and compliance with policies and procedures relevant to child protection and health and safety Demonstrate an understanding of confidentiality and child protection issues in a school setting