

**Sixth Form Study Support Supervisor Job Description**

**Job Purpose:**

Overseeing the smooth running of directed study, collaborative learning and the school’s silent study area. Follow up attendance concerns and liaising with Sixth Form Team to ensure student engagement.

**Key Responsibilities**

* To ensure the smooth running of the Sixth Form Directed Study timetable and supporting high standards of work and commitment to learning
* To ensure that collaborative study sessions are purposeful, and students are working towards achieving subject based tasks
* To oversee where necessary the silent study area
* To liaise with the Sixth Form Team to ensure students who are providing concern are reported to the pastoral team
* To address Sixth Form attendance concerns with the support of the Sixth Form Team
* To support the Sixth Form Team to deliver meaningful IAG – supporting students to research their interests, preferred career paths and/or university courses
* To support the Sixth Form Team with the effective delivery of the Extended Project
* To support the Sixth Form Team with the effective delivery of the Sixth Form Enrichment and Extension Curriculum
* To act as classroom cover across the school when needed

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that the Sixth Form Study Support Supervisor would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description. The job description will be reviewed annually.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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