SIXTH FORM STUDY SUPERVISOR

We are committed to continued improvement in raising attainment at A level. This post is being created to build on recent success. We are looking for a confident and assured person to supervise a suite of rooms used for sixth form private study. The post-holder will play a very important role in continuing to focus on the importance of a strong work ethic of the sixth form. The post-holder will create and maintain a positive environment for focused private study. The post-holder will ensure Sixth Formers, in particular targeted students complete set work for subject staff. Accurate registers of Sixth Form attendance in the Study Suite will be kept.

When not required to supervise Sixth Form Study, ie during the January exam season, the successful applicant may be used within the school for other duties, depending on their skills and experience. These will be tasks that are regularly carried out by support staff, such as lesson cover supervision, support in Student Services, invigilation and administrative support.

Purpose/role

The purpose of the post-holder is to supervise a focused environment for sixth form private study time.

Accountabilities

1. To supervise learning in the Sixth Form Study Suite by establishing and maintaining an orderly and purposeful environment for learning by providing a quiet and/or silent space in which students can work.
2. To collect work from subject staff for targeted students and ensure this is completed within private study time.
3. To challenge students who do not follow instructions regarding work ethic and conduct and liaise with the Directors of Year 12 and 13.
4. To monitor the attendance of students in the sixth form study area.
5. To report to Assistant Headteacher and Directors of Development for Years 12 and 13 regarding the attendance and work ethic of targeted students.

Personal Qualities

1. Able and confident to work with sixth form students
2. Enjoys working with young people
3. Confident in managing students
4. Good team player – the post-holder must liaise with several members of senior staff and subject teachers.
5. Accurate and efficient record-keeping
6. Persistent in completing tasks and holding students to account
7. Very good role model for students

The post is fixed term and part-time (term time only) for 28.75 hours per week (9.00-3.45pm Monday-Friday) plus 5 INSET days (including 1 hour unpaid lunch).

Thinking Schools

The Weald of Kent is committed to developing fully the independent thinking skills possessed by our students. We commenced in September 2011 our journey towards becoming officially accredited as a Thinking School. Our whole staff have been trained in the use of Hyerle’s Thinking Maps and the first ten of Tony Ryan’s Thinkers’ Keys. Thunks are used throughout the school to stimulate our students’ thinking. We aim to develop our students’ ability to move from sharing what they know to how they know something. All staff throughout the school are expected to engage with our work as a Thinking School and use thinking methodologies in their lessons. This year all staff will be trained in the use of Habits of Mind and the last ten of Tony Ryan’s Thinkers’ Keys. This is an exciting time to join the Weald of Kent as we continue to develop our work as a Thinking School.
Staff Development

As an accredited ‘Investors in People’ school we are passionate about staff development and believe that every employee should have an individual development plan. Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes:

- A well-established, tailored, induction programme
- Performance development programme
- CPD days and CPD workshops
- Relevant external courses and training
- Thinking Schools Training
- Mentoring-Coaching programme
- Investment in Excellence (IIE)
- Embedding Outstanding Teaching
- Embedding Outstanding Leadership

If you would like to work in a forward-looking environment where students are well motivated and management is supportive – this could be the position for you!

The closing date for this position is Monday 26 November 2012 at midday. If you are short-listed, references will be requested during the week commencing 26 November 2012 and interviews are planned for Thursday 29 November 2012.

Due to postal and administrative costs only short listed candidates will be contacted further.
POST: Sixth Form Study Supervisor

Section 1: Individual Purpose

To create, maintain and provide a positive and improved environment for focused and silent sixth form private study time. The outcome will be improved results for sixth form students.

To have learning discussions with students targeted by senior staff.

To play a vital role as a conduit between subject staff and sixth form students in collecting work for targeted students and ensuring that it is completed and returned to the relevant subject staff.

To maintain accurate registers and progress records will be important.

Section 2: Accountabilities

1. To supervise learning in the Sixth Form Study Suite by establishing and maintaining an orderly and purposeful environment for learning by providing a quiet and/or silent space in which students can work.
2. To collect work from subject staff for targeted students and ensure this is completed within private study time.
3. To challenge students who do not follow instructions regarding work ethic and conduct and liaise with the Directors of Year 12 and 13.
4. To monitor the attendance of students in the sixth form study area.
5. To report to Assistant Headteacher and Directors of Development for Years 12 and 13 regarding the attendance and work ethic of targeted students.

Section 3: Personal qualities

1. Able and confident to work with sixth form students
2. Enjoy working with young people
3. Confident in managing students
4. Good team player – the post-holder must liaise with several members of senior staff and subject teachers.
5. Accurate and efficient record-keeping
6. Persistent in completing tasks and holding students to account
7. Very good role model for students

Section 4: Knowledge and skills

1. Good literacy and numeracy
2. Working knowledge of A levels is not essential, but would be desirable.
3. Good communication skills, especially with sixth form students.
4. The post does not include any preparation, planning or assessment of A level work and does not require QTS

Section 5: Specific Duties – Sixth Form Study Supervisor

1. To supervise learning in the Sixth Form Study Suite.
2. To collect work from subject staff for targeted students and ensure this is completed within private study time.
3. To challenge students who do not follow instructions regarding work ethic and conduct.
4. To monitor the attendance of students in the sixth form study area.
5. To report to Assistant Headteacher (Raising Standards leader) and Directors of Development for Years 12 and 13 regarding the attendance and work ethic of targeted students.
Name of Post Holder:  
**tbc**

Reports to:  
Assistant Headteacher (Raising Standards Leader)

Salary range:  
Kent Range 5 (£16,962 – £18,656 pro rata)

The Post Holder will carry out the duties of Sixth Form Study Supervisor as set out in the Kent Pay and Conditions document and any amendments in future years contained within future Pay and Conditions documents. This includes any duties as may reasonably be directed by the Headteacher.

Signed and dated: ……………………………………………………………………………………………………………

Signed and dated: ……………………………………………………………………………………………………………(Headteacher)