



## Tolworth Girls' School & Sixth Form Job Description

<b>Job Title:</b>	Sixth Form Study Room Supervisor
<b>Responsible to:</b>	Director of Sixth Form
<b>Hours:</b>	Part-time 25hrs per week 11am-4.30pm
<b>Grade/ Scale:</b>	Grade D - Point 15-19
<b>Salary:</b>	FTE £20,280 - £22,240   Actual for 25hrs £12,510 - £13,720

### JOB PURPOSE

To manage the Sixth Form Study Room under the guidance of the Head 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.

### MAIN DUTIES / RESPONSIBILITIES:

#### 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 Head of Sixth Form team with observation and monitoring of the progress of students, maintaining accurate records of those with SEN 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
- Support with the 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 Head of Sixth Form and subject coordinators to ensure that deficiencies are rectified
- Attending internal and external INSET as required in order to assist professional development
- Accompanying students on educational visits if appropriate, liaising with outside agencies regarding any visits
- Supervising in the study room at all times including at students allocated break and lunch
- Support students with pastoral care as required
- Maintain study area and digital displays
- Liaise with other staff in terms of mentoring and peer counselling
- Ensuring students are advised of meetings, activities, etc.
- Daily safety check of Study Room, resources and equipment
- Attendance at interventions - report on student for intervention sessions as required
- Monitoring for intervention - preparation of data for staff, compiling data and sending letters home on a termly basis

**Safeguarding**

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. Further details are found in the policies Keeping Children Safe in Education and Schools Code of Conduct.

**Health and Safety**

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

**Policies and Procedures**

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Equal Opportunities**

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

**Variations to Job Descriptions**

Due to changing demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

**Training and Development**

The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs and actively seek CPD as part of their annual appraisal.

## Person Specification

Skill Set & Knowledge Required	Essential	Desirable
Excellent communication skills verbal & written	✓	
Able to prioritise & work flexibly to deadlines	✓	
Experience of working with young people	✓	
Experience of working inclusively	✓	
Professional and approachable	✓	
Excellent timekeeping and organisational skills	✓	
Willing to undertake additional training	✓	
First-aid trained		✓

This job description will be reviewed annually and may be subject to amendment or modification by the school at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations in relation to the post holder's professional responsibilities and duties.

**I have read, understand and accept this job description at Tolworth Girls' School & Sixth Form.**

Name:			
Signed:		Date:	