

Aspire | Commit | Succeed

Sixth Form Study Supervisor & Academic Mentor

JOB DESCRIPTION

1. Manage and monitor the effective use of Independent Study Periods [SS / US / Blank] for all students in the Sixth Form [Y12 and Y13]. This includes but is not limited to:
2. Keeping up to date and accurate registers of students across all study spaces
3. Routine circulation of all Sixth Form study spaces
4. Developing and implementing systems for effective independent study
5. Regularly reviewing systems in place for independent study and discussing improvements / changes where appropriate and to meet student needs.
6. Taking ownership of the sixth form study spaces to develop and review rules for independent study on a regular basis.
7. Creating and monitoring seating arrangements and study room allocations to manage and support effective student study behaviour
8. Implement and reinforce Raising Achievement strategies for example "the study clock" "PiXL initiatives" "PLCs"

Reviewing the quality of student independent learning. This includes but is not limited to:

1. Regular Folder Scrutiny to ensure all student folders have been checked each half term
2. One: One conversation to review & support in the development of independent study habits outside of lessons [i.e. during study periods and at home]. Working especially closely with students identified as underperforming at key data collection points and students from disadvantaged backgrounds.
3. Supporting students in developing effective revision schedules and strategies to support their independent study at school and at home.
4. To liaise with pastoral and teaching staff to monitor students on Sixth Form Contract or Extended Learning Agreement, and to ensure that appropriate paperwork is sent home to parents

Support in the induction process of Y11 into Y12 and Y12 into Y13 to ensure students understand the importance of independent study and what this involves. This includes but is not limited to:

1. Organisation and / or delivery of independent study skills workshops
2. Organisation and distribution of student academic study packs

Creating an attractive and well-resourced working environment that will motivate student interest in independent study and inspire aspirational career ambitions. This includes but is not limited to:

1. Resourcing study spaces with stationary materials for independent student access

2. Liaising with teachers, More Able Lead, SEND Team, EAL Team and other key leads / teams in order to maintain an up to date and well organised set of subjects and need specific learning materials for students to access.
3. Liaising with the Careers lead, Apprenticeship lead and other leaders or external providers in order to maintain an up to date and well organised set of HE, careers and wider academic opportunities materials.

To support students in completing next step applications for University, FE, Employment and Apprenticeships

1. Encourage high levels of student participation in wider academic enrichment opportunities including Sutton Trust, SMF, University Summer Schools, K+ programme, MOOCs and EtonX.
2. Identifying students who will benefit from careers advice and flagging these students to the Sixth Form PM for follow up via the Prospects Service.
3. Reviewing quality of student UCAS applications
4. Working with tutors to ensure all student applications have been processed before the school UCAS deadline.

Support the Sixth Form ethos by

1. Implementing the Sixth Form Sanction and Reward systems including detention and liaising with parents where appropriate.
2. Implementing independent engagement strategies to support students in self managing wherever possible and supporting them with queries where necessary
3. being responsible for safeguarding and promoting the welfare and wellbeing of students
4. Maintain a professional working relationship with students at all times
5. Encourage student responsibility by creating opportunities for students to take on leadership opportunities within the study spaces wherever possible.
6. Working closely with the Sixth Form Team to support at key events within the sixth form including Sixth Form Open events, Sixth Form Induction and transition events, Parents Evening, Sixth Form trips.
7. To maintain high visibility/profile with Sixth Form students throughout the school day to ensure that independent study time is being utilised effectively

Additional Responsibilities

1. To maintain high visibility/profile with Sixth Form students throughout the school day, responding to radio calls for assistance where necessary
2. to ensure that independent study time is being utilised effectively
3. To help coordinate, and assign students to, Study sessions and extra academic classes.
4. To have an active presence during tutor times and changeovers
5. To provide support at A Level results day and post A Level results day and update destinations information for all KS5 students before the end of Autumn Term I
6. To provide cover for colleagues, as required
7. To invigilate and administer internal assessments as required
8. To perform other reasonable duties within scope of skills as directed by line manager



RENAISSANCE
Champion School

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Registered office: Stanley Avenue, Wembley, Middlesex HA0 4JE

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PERSON SPECIFICATION

Sixth Form Study Supervisor & Academic Mentor

	METHOD OF ASSESSMENT		
	Application Form	Interview	Test
ABILITIES			
1) Ability to operate a range of basic resources and equipment, including ICT	*		*
2) Ability to absorb and understand a wide range of information concerning the functions of the school		*	
3) Ability to respond to a wide range of enquires from students and carers and to direct the, to the appropriate source of support within school	*	*	
4) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team	*	*	
5) Able to work on own initiative and prioritise workload within tight deadlines	*	*	
6) Ability to build positive, supportive relationships with Sixth Form students, whilst maintaining high visibility/ profile with students throughout the school day ensuring Study Periods are being utilised effectively.	*	*	
7) To have a positive outlook regarding all aspects of the school		*	
SKILLS			
8) High standard of verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers	*		*
9) Good standard of numeracy and literacy skills	*		*
KNOWLEDGE			
10) Knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation	*		
11) Knowledge of first aid procedures	*		*
12) Knowledge and awareness of Safeguarding and need for confidentiality		*	
13) Knowledge of higher education, further education and careers opportunities for students			
EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST			
14) NVQ level 2, or able to demonstrate an equivalent level of attainment through relevant qualification or experience.	*		

EXPERIENCE			
15) Evidence of successful behaviour management experience in a comparable working environment.	*		
16) Previous experience of a similar supervision role.	*		
17) Experience of using UCAS, SIMs, databases, Microsoft/Google and spreadsheets to manage and store data.	*		*
18) Experience with working with individual and groups of students to support academic and personal development	*	*	
EQUAL OPPORTUNITIES			
19) Understanding and commitment to the School's Equal Opportunities policy	*	*	