

Job Description **SIXTH FORM STUDY SUPERVISOR & ACADEMIC MENTOR**

Purpose of the Post:

The purpose of the Sixth Form Study Supervisor & Academic Mentor is to provide tailored academic support, guidance, and encouragement to students, promoting their independent learning and academic growth whilst ensuring a focused study environment.

This role involves monitoring progress, providing mentoring to address learning challenges, assisting with study techniques, and creating an organised, supportive environment within the study room.

Reporting to:

- Head of Sixth Form

Responsible to:

- The Headteacher and the Governing Body

Duties and Responsibilities

- **Manage, monitor and maintain an effective study environment (silent and group study) for all students in the Sixth Form.** *This includes but is not limited to:*
 - Taking ownership of the sixth form study spaces
 - Keeping up to date and accurate registers of students across all study spaces
 - Routine circulation of all Sixth Form study spaces
 - Developing and implementing systems for effective independent study
 - Developing and implementing systems for effective group based study
 - Creating and monitoring seating arrangements and study room allocations to manage and support effective student study behaviour
 - Maintaining a silent study environment in the silent spaces and a focused environment in the group study spaces
 - Control access to student mobile devices with the aim to reduce distractions
 - Posting lessons cover arrangements to the 6th Form Google Classrooms



- **Reviewing the quality of student independent learning.** *This includes but is not limited to:*
 - Regular work scrutiny to ensure all students are completing tasks relevant to their subject and career aims
 - Regular scrutiny of student revision materials and folders each half term
 - Regular use of student progress data from mock assessments to target students for academic mentoring and close supervision.
 - Monitoring the use of student laptops/chromebooks to ensure these are being used for academic purposes
 - Monitor the use of group study to ensure group dynamics are focused on subject relevant learning

- **Supporting students in developing strong independent study habits and a positive attitude to independent learning.** *This includes but is not limited to:*
 - Identifying underachieving students with the support of the Head of Sixth Form, using data collected from assessment points throughout the year.
 - Organise One: One meetings to support targeted students in identifying areas of improvements and develop better, research backed independent study habits, including personalised revision schedules.
 - Support the pastoral manager and head of sixth form organise academic interventions such as tuition for targeted students.
 - Identify, purchase and distribute academic resources students require to support their study habits and progress using the Sixth Form Central Budget and the Student Bursary Budget
 - Implement and reinforce Raising Achievement strategies for example "the study clock" "PiXL initiatives" "PLCs"
 - Liaise with teaching staff to create a bank of independent learning resources for students to use
 - Liaise with teaching staff and to monitor students on academic and pastoral reports
 - Organise and / or deliver f independent study skills workshops to support student transition from Year 11 into Year 12 and Year 12 into Year 13.
 - Liaise with parents to update them on student independent study skills and progress where concerns arise.



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- **Creating a comfortable and stimulating studious environment.** *This includes but is not limited to:*
 - Resource study spaces with stationery materials for independent student access
 - Ensure displays are attractive, relevant and stimulating
 - Ensure the layout of the spaces supports silent and independent learning or group based learning as appropriate to the relevant study space.
 - Training student leaders to act as study room ambassadors and support with maintaining a calm entry and exit to the study rooms

- **To support students in completing next step applications for University, FE, Employment and Apprenticeships.** *This includes but is not limited to:*
 - Encourage high levels of student participation in wider academic enrichment opportunities including Sutton Trust, SMF, The Stephen Lawrence Foundation, K+ programme, Imperial Scholars, MOOCs, EtonX and University Summer Schools
 - Organising residential and non residential visits to Universities and other Higher Education focused conferences
 - Identifying students who will benefit from careers advice and liaising with the Sixth Form PMs to ensure they receive timely Prospects support
 - Supporting students in writing high quality personal statements and reviewing the quality of applications
 - Supporting the Sixth Form pastoral team in ensuring all University Applications are submitted to UCAS by the set deadlines.
 - Identifying students in clearing and supporting these students from results day onwards in securing education, employment or training by signposting and advice.

Support the Sixth Form ethos by

- Implementing the Sixth Form Sanction and Reward systems including detention and liaising with parents where appropriate.
- Implementing independent engagement strategies to support students in self managing wherever possible and supporting them with queries where necessary
- being responsible for safeguarding and promoting the welfare and wellbeing of students
- Maintain a professional working relationship with students at all times



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- Encourage student responsibility by creating opportunities for students to take on leadership opportunities within the study spaces wherever possible.
- 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, GCSE and A Level Results Days and Enrolment during the August period.
- 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

- To maintain high visibility/profile with Sixth Form students throughout the school day, responding to radio calls for assistance where necessary
- to ensure that independent study time is being utilised effectively
- To help coordinate, and assign students to, Study sessions and extra academic classes.
- To have an active presence during tutor times and changeovers
- 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
- To provide cover for colleagues, as required
- To invigilate and administer internal assessments as required
- To perform other reasonable duties within scope of skills as directed by line manager

General Duties

- To take part in the school performance review process.
- To support the Governing Body in its whole-hearted adoption of the School's policies, and aims.
- To be a fully trained First Aider or be willing to be trained as an emergency First Aider and to undertake medical needs training and administering of medication.
- To supervise areas where students congregate during break time and lunchtime, maintaining Health & Safety practices.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not have been identified. The post holder will be expected to undertake tasks which are commensurate with the position at the discretion of the Headteacher.



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The Job Description may be varied to meet the changing demands of the school. It will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the post holder.



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