



Wimbledon College

Job Title: Sixth Form Study Supervisor
Salary: Scale 4
Hours: 32.5 hours per week 8.00 am to 3.30 pm, 39 weeks per year

Responsible to: Head of Sixth Form
Responsible for:

Main purpose of post

Supervision of the Sixth form study room monitoring student attendance at prescribed sessions and ensuring a purposeful working environment is maintained, where the students work in silence. Provide administrative support to the sixth form management team when required.

Duties and responsibilities

1. Supervision of Sixth form Study Room

Under the direction and supervision of the Head of Sixth Form, located and working from the study room:

- 1.1. To provide daily supervision for the Sixth form study room, ensuring students are working in a productive and silent environment and using their study time effectively.
- 1.2. To act as a point of contact for enquiries in the study room, helping students in the first instance and directing students on to an appropriate member of staff as required.
- 1.3. To ensure all students use the Sixth Form Study Centre and IT equipment, books etc. in the area in an appropriate, responsible manner and report maintenance issues.
- 1.4. To challenge students who do not follow instructions regarding work ethic and behaviour. Log and monitor disruptive behaviour.
- 1.5. Encourage and motivate students' involvement in key events, the enrichment programme, extracurricular activities and support with the running of the year council meetings
- 1.6. Ensure all display material is up to date and enhances the standard appearance of the Study room in order to provide an attractive environment conducive to achieving optimum use for purposeful study.
- 1.7. To ensure a register of students is taken on SIMS.

- 1.8. Ensure that students have access to cover material (supplied by teaching staff) in the event their teacher is absent from a lesson.
- 1.9. Provide feedback on students to the Sixth form team as and when required.
- 1.10. Assisting in supervision of pupil assessments, mocks or external exams where required.
- 1.11. Undertake other administrative work, including absence cover, as required.

2. Supporting the School

- 2.1. To participate in relevant in-service training and actively seek other learning activities
- 2.2. To attend and participate in meetings as required.
- 2.3. To act within the designated area in line with emergency evacuation procedures
- 2.4. To participate in performance development/appraisal, contributing to the overall planning, development, ethos, work, aims and organisation of support service to the school.
- 2.5. To comply with school policies and procedures. Including personal responsibility for safeguarding, health, safety and data security. Reporting any concerns to an appropriate person.
- 2.6. To be aware of confidential issues linked to home/student/teacher/schoolwork and to keep confidences appropriately.
- 2.7. To undertake other appropriate tasks as directed by line managers or the Head Master.

Standard hours are Monday to Friday 6 ½ hours per day, term time 8.00 am to 3.30pm (includes one-hour unpaid break). Subject to variance in term dates and to allow for busy periods. Flexible only where a pre-planned agreement exists with line manager. Attendance at evening meetings/inset training days and events may be required.

Person Profile

The person required:

- a) Applicants should have a good general level of education, including GCSEs in English and Maths or equivalent and other qualifications.
- b) Pastoral experience of working with children aged 15-18 is desirable.
- c) Excellent listening skills, literacy skills, numeracy skills and ICT skills
- d) Willing to work as a member of the team and make a positive contribution to the team's effectiveness
- e) Evidence of the ability to manage and direct others in their work.
- f) The ability to follow instructions accurately, but make sound judgments and lead when required.
- g) The ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- h) Emotional resilience in working with young people.
- i) Ability to maintain a high level of confidentiality and discretion at all times
- j) Ability to deal with contentious / difficult situations and resolve conflicts
- k) Ability to adopt a flexible approach to working
- l) Desire to enhance and develop skills through performance appraisal and training.
- m) Recognition of the importance of personal responsibility for data protection, confidentiality, safeguarding and Health and Safety
- n) Supportive of the Jesuit ethos of the school