

THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE



6th FORM STUDY SUPERVISOR

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

6th FORM STUDY SUPERVISOR

RESPONSIBLE TO: Assistant Headteacher & Director of 6th Form

MAIN PURPOSE

To supervise the 6th Form Study Area, which will include managing the environment, supervising students carrying out study work and providing guidance relating to this.

To work closely with the Director of 6th Form and Head of Year, to ensure students are fully supported.

SPECIFIC DUTIES

To support students to ensure they are fully engaged and focused during their study periods:

- Work in the study area offering guidance to students to ensure they are organised and well resourced
- Oversee the work of the students and support their needs when required
- Maintain the standards of behaviour expected from students
- Use the school's various systems of support where necessary
- Any other duties which may be required appropriate to the post

GENERAL

- To be aware of the School's aims, organisational values and behaviours and their impact on this post
- To participate in working groups on relevant service and school matters as required
- To participate in the School's performance management processes
- Ability to work in a way that promotes the safety and well-being of students within the school
- To carry out the duties of the post in accordance with the School's Equal Opportunities policy
- To carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any others.

▪ **Signed:** _____ **Date:** _____
(6th Form Administrator)

▪ **Signed:** _____ **Date:** _____
(Director of 6th Form)

▪ **Signed:** _____ **Date:** _____
(Headteacher)

PERSON SPECIFICATION – 6TH FORM STUDY SUPERVISOR

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| • GCSE A-C or equivalent in English & Maths | ✓ | |
| • Degree | | ✓ |
| • Qualified Teacher or pending QTS | | ✓ |
| • Ability to apply knowledge and skills from theory in a practical classroom context | ✓ | |
| • Ability to motivate and encourage students | ✓ | |
| • Effective Classroom Manager | ✓ | |
| • Can use ICT effectively to support learning | | ✓ |
| Planning & Organising | | |
| • Good organisational ability | ✓ | |
| • Able to contribute to the design of subject units, curriculum development and new teaching approaches | ✓ | |
| • Ability to use differentiation in order to meet the needs of the students | ✓ | |
| Problem Solving and Initiative | | |
| • Able to demonstrate understanding of complex problems and apply in depth knowledge to address them | | ✓ |
| • Able to develop original techniques, methods and solutions | | ✓ |
| Management Skills | | |
| • Able to contribute constructively to and work effectively as a member of a team | ✓ | |
| • Able to use own initiative and self-motivate. | ✓ | |
| • Able to supervise work of students | ✓ | |
| • Able to contribute to wider school management, administration and initiatives | ✓ | |
| • Ability to create effective relationships with a variety of different people | ✓ | |
| Communicating and Influencing | | |
| • Able to influence desired student behaviour | ✓ | |
| • Able to generate enthusiasm in students | ✓ | |
| • Able to communicate to a wide range of individuals including students, parents and supporting professionals | ✓ | |

| General | | |
|--|---|--|
| • Empathy with students and sympathetic to their needs | ✓ | |
| • Professionally discrete and able to respect confidentiality in particular areas | ✓ | |
| • To be involved in ongoing Professional Development | ✓ | |
| Personal Qualities | | |
| • Commitment to an ethos of high standards, personal fulfilment and academic success | ✓ | |
| • Good health and attendance | ✓ | |
| • Energy, stamina and determination | ✓ | |
| • A sense of humour and ability to remain calm under pressure | ✓ | |