



**FOREST HILL SCHOOL**

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

[www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)

**POST TITLE:** Sixth Form Study Supervisor  
**RESPONSIBLE to:** Sixth Form Administrator  
**SALARY GRADE:** Scale 4 (SCP 8 – 10)  
**Term Time only (38 weeks)**  
**30 hours per week**

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and good policies.

**The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.**

<b>MAIN PURPOSE</b>	<ul style="list-style-type: none"> <li>- Supervision of sixth form students in their study periods</li> <li>- Monitoring and supporting students</li> <li>- Setting high expectations in the study room and sixth form centre</li> <li>- Supporting sixth form administration</li> </ul>
<b>MAIN AREAS OF RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. To support students in their individual learning, in small groups or as a whole group</li> <li>2. To ensure supervision of sixth form students in their Study periods, setting high standards and expectations</li> <li>3. Undertake administration relating to the sixth form.</li> </ol>
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>- Ensure the maintenance of good order and discipline when students are engaged in activities during their study periods, particularly in the Sixth Form Study</li> <li>- Be responsible, as a member of staff, for promoting and developing the school core values of Hard work, Aspiration, Kindness and Ambition</li> <li>- Maintain registers for students attending supervised study sessions and contact parents and students who have compulsory study and are absent.</li> <li>- Ensure and promote the Sixth Form Study as an environment of quiet private study.</li> <li>- Provide administrative support for Sixth Form.</li> <li>- Liaise with the Head of Sixth Form/Head of Year 12, Administration</li> </ul>

	<p>team to discuss students' needs or issues.</p> <ul style="list-style-type: none"> <li>- Assist in applications to UCAS (University admissions service) and other careers related activities.</li> <li>- Assist in the development of materials, systems and activities to ensure that students make the best use of their supervised study sessions.</li> <li>- Administer the bursary payment process by checking student attendance and authorising payments in line with the school policy.</li> <li>- Support the Behaviour policy and other school policies and codes of conduct.</li> <li>- Provide reports as required.</li> <li>- Liaise with subject leaders to maximise learning opportunities for students in study periods.</li> <li>- Work collaboratively with all members of the school's pastoral and inclusion team to help support students.</li> <li>- Liaise with teaching staff, parents/carers, outside agencies, administration staff, and others, as and when required.</li> <li>- Monitor the use and return of sixth form laptop provision</li> <li>-</li> </ul>
<p><b>ADDITIONAL REQUIREMENTS</b></p>	<ul style="list-style-type: none"> <li>- To work within the framework of the school ethos, adhering to the Code of Conduct at all times.</li> <li>- To maintain high standards of professional behaviour and presentation.</li> <li>- To undertake any other duties commensurate with this grade which may be required.</li> <li>- To participate in necessary training and staff development.</li> <li>- Comply with and assist in the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>- Be aware of and support difference and ensure equal opportunities for all</li> <li>- Appreciate and support the role of other professionals</li> <li>- Attend and participate in relevant meetings as required</li> </ul> <p>The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.</p>
<p><b>EQUALITIES</b></p>	<p>Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.</p> <p><b>This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.</b></p>

## PERSON SPECIFICATION

	Essential	Desirable
Suitably qualified (ideally, but not essentially, to degree status or equivalent)	X	
A very good level of written and spoken English.	X	
Experience of working in a school.		X
Further/ Higher education levels.		X
Experience of working with young people/young adults.		X
High levels of interpersonal skills.	X	
Able to work cooperatively with Heads of Departments and Teachers in a secondary school.	X	
Confident in the management of Sixth Form students	X	
Able to use information technology with confidence (MS Office).	X	
Experience of SIMS.		X
A clear enthusiasm for education and learning.	X	
Able to deliver study skills programmes to school students		X
Tenacity alongside a strong sense of purpose.	X	
Lively, energetic and enthusiastic	X	
Knowledge of UCAS and careers.		X
An attention to detail in all aspects of the role.	X	
An ability to be independent, working on your own initiative.	X	
An awareness of Safeguarding and Safer Working Practices	X	