

JOB DESCRIPTION

CHINGFORD FOUNDATION SCHOOL

JOB TITLE:	Sixth Form Study Centre Supervisor
RESPONSIBLE TO:	Assistant Principal - Sixth Form
RESPONSIBLE FOR:	Management of the Sixth Form Study Area
GRADE/PAY RANGE:	Scale 5 (Spinal points 12-16), £21,407 - £22,991 actual pro-rated salary
HOURS:	36 hours per week x 44.4 weeks per annum (plus 1 week to cover Sixth Form enrolment in August and will be paid on timesheet)
KEY CONTACTS:	Internal – Staff/Pupils

PURPOSE OF THE JOB

To supervise the Sixth Form Study Centre, ensuring a purposeful and productive working environment is maintained, where the students work in silence in order to support them appropriately with their post-16 studies.

MAIN DUTIES AND RESPONSIBILITIES

- 1) To provide supervision and monitoring of the Sixth Form Study Centre, registering pupils to each study period, and making the relevant Head of Year aware if a student has failed to attend their study period.
- 2) To ensure that resources (computers, tables, chairs, paper, books) are used correctly and available to support students' study. If any IT equipment is damaged or faulty, alerting this to the attention of the ICT department.
- 3) To deal with Sixth Form students' general enquiries and concerns, liaising with teaching staff as appropriate.
- 4) To liaise with the Sixth Form Team regarding any pastoral or welfare issues that may arise.
- 5) To help with the UCAS application process and careers support for Sixth Form students.
- 6) To provide admin support to the Sixth Form team where required.

7) To perform general administration tasks within student services; e.g. word processing, data input, student related processes.

8) Contacting parents where necessary on behalf of the Sixth Form team.

9) To support the planning of Sixth Form events such as Open Evening, Parents Evening, Trips, and Enrichment Days.

10) To be a named First Aider.

These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the Trust.

General

- To actively promote the Trust and liaise with outside agencies as necessary, representing the Trust as appropriate.
- To maintain a presence around the Sixth Form to ensure that the highest standards of behaviour and site usage are upheld.
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
- To be active in issues of staff and student welfare and support.
- To comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community.
- To participate in Performance Appraisals and undertake training and development relevant to the post and in line with the Trust's priorities.

OTHER REQUIREMENTS

1. To have an up-to date Enhanced DBS Disclosure.
2. To attend evening and out of term time events e.g. open evening, August enrolment days etc. as required.

SAFEGUARDING

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of Postholder:

Signature: Date:

Chingford Academies Trust

PERSON SPECIFICATION & ASSESSMENT

Sixth Form Study Centre Supervisor

<u>Education and Training</u>	Essential (E)	Desirable (D)	A/I/T*
Good standard of education - 5 GCSEs (C minimum or equivalent)	E		A
Willingness to receive appropriate training relating to the post	E		A
<u>Experience</u>			
Experience working with secondary school aged pupils		D	A
Experience in pastoral work, working with children and their families		D	A/I
Experience of using Microsoft Packages, including words and spreadsheets	E		A/I/T
Willing to learn SIMS database	E		A/I
<u>Skills and Knowledge</u>			
Ability to build positive relationships with students from a range of backgrounds	E		A/I/T
Understanding of the pressures faced by young people and how this may have an impact on their lives both inside and outside of school	E		A/I/T
High expectations of young people's conduct and behaviour	E		A/I/T
Ability to challenge young people when they do not meet the standards expected in the Sixth Form	E		A/I/T
Knowledge about safeguarding young people	E		A/I/T
<u>Personal Attributes</u>			
Ability to work on own initiative and as a team player	E		A/I/T
Able to follow direction and work in collaboration with Assistant Principal for Sixth Form	E		A/I/T
Ability to follow initiative and prioritise one's own work and that of others even when under pressure	E		A/I/T
Able to work flexibly to support others and respond to unplanned situations	E		A/I/T
Able to attend evening meetings as required	E		A/I/T
Good verbal and written communication and interpersonal skills	E		A/I/T
The ability to maintain confidentiality	E		A/I/T
Desire to enhance and develop skills and knowledge through CPD	E		A/I/T
To undertake duties with a professional approach at all times.	E		A/I/T

Commitment to the school and Sixth Form's ethos and aims.	E		A/I/T
* Assessment/Interview/Test			
Other Requirements			
A commitment to on-going personal development and willingness to undertake appropriate training.	E		A/I
Appointment to the post is subject to a satisfactory enhanced DBS check.	E		
<p>This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.</p> <p>'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'</p>			

***I – Interview**

T – Test/Presentation

A – Application form

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).