



Job Description

Sixth Form Centre Supervisor

St Thomas More Catholic School

The Bishop Wilkinson Catholic Education Trust

Grade F SCP 14 - 19

37 hours per week, term time only

Role Purpose:

To oversee the effective use of the sixth form facilities to ensure that students are engaged and maximising potential.

To offer additional academic and emotional support to maximise the Sixth Form experience.

Reporting to: Head of Sixth Form

Working hours: Monday to Thursday 8:00 to 16:00, Friday 8:00 to 15:30

Duties and Key Responsibilities

- Supervise students in the sixth form study centre and library to ensure that there is a positive learning environment where IT equipment, books etc. are utilised in an appropriate, responsible, and well behaved manner.
- Ensure all promotional display material is up to date and enhances the standard appearance of the Study Centre, in order to provide an attractive environment conducive to achieving optimum use for purposeful study.
- Promote a positive environment for effective work ethic / engagement.
- Provide advice and guidance to students on appropriate research and study skills and techniques.
- Support sixth form students in the preparation of application forms for further and higher education, apprenticeships and employment.
- Support the school's behaviour for learning policy by promoting positive and courteous behaviour by all pupils.
- Monitor the engagement, progress and performance of specifically identified students.
- Provide emotional support in support of student welfare.
- liaise with parents/guardians with regards to attendance, welfare and progress
- Provide individual and / or group mentoring sessions when required.
- Monitor and assist with student punctuality and attendance.
- Arrange appropriate activities and support in the planning of the Horizons study programme.
- Attend and participate in team and staff meetings as required.
- Attend training and undertake appropriate professional development activities as required for the role, or as identified in professional development reviews or operational The Bishop Wilkinson Catholic Education Trust, Job Description & Person Specification supervision.
- Any other duty according to the needs of the school and within the competence of the post holder commensurate with this level of post.

Person Specification

Sixth Form Centre Supervisor

Education & Qualifications	
Criteria	Weight
GCSE Grade A*- C or equivalent qualifications, minimum in English and Math	Essential
Good GCE or equivalent qualifications	Desirable
Degree level qualification	Desirable
Evidence of continuing professional development in a field closely related to the role	Desirable

Knowledge	
Criteria	Weight
An understanding of safeguarding and child protection policies and procedures	Essential
An interest in students as individuals and how they learn	Essential
A general understanding of current education issues and other basic learning programmes / strategies	Essential

Experience	
Criteria	Weight
Experience of working with children, young people and parents/carers within the field of education, social care or the voluntary sector	Desirable
Experience of delivering individual and group based support to both children and adults	Desirable

Skills & Abilities	
Criteria	Weight
Excellent communication skills, including face-to-face, telephone, and in writing	Essential
Ability to deliver presentations to groups	Essential
Ability to relate to children, young people, parents and carers in an empathetic manner	Essential
Ability to manage student behaviour to create an orderly and disciplined learning Environment	Essential
Ability to deal with sensitive issues with confidence and professionalism	Essential
Good all round Information Technology skills including the ability to make effective use of spreadsheets, database and electronic mail	Essential
The ability to work as part of a team, to prioritise own workload, work on own initiative and work to tight deadlines	Essential
The ability to minute meetings accurately	Essential
The ability to value and respect the views and needs of children and young people	Essential
The ability to have a flexible approach and sense of humour, whilst also displaying a warm and approachable demeanour	Essential
To display a professional manner in various contexts	Essential
Be sensitive to the needs of pupils who require additional support	Essential
The ability to be committed to the ethos of the school and value and respect the views and needs of children and young people	Essential
Commitment to safeguarding and promoting the welfare of children and young people	Essential