



CHESTNUT GROVE ACADEMY- JOB DESCRIPTION

SIXTH FORM STUDY SUPERVISOR

Grade:	Scale 4 pts 7-10
Contract:	Permanent, 40 weeks per year (term time only +1 week) 36 hours a week (excl meal breaks) 8.00am – 4.00pm
Reports To:	The post is professionally responsible to the Headteacher but will report to and be directed by the Director/Head of Sixth Form Head on a day to day basis.
Location:	In the Sixth Form Study.

Context:

Chestnut Grove Academy is a high performing convert academy that prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level. The student capacity is approximately 1300 students.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of moving into new buildings in 2017.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership of which we are the lead strategic partner with Chesterton Primary School.

Purpose of Job:

To be responsible, under the instruction or guidance of senior staff, to provide:

- Supervision for the Sixth Form Study
- General administrative support to the Sixth Form
- General administrative support to some curriculum departments



1. Supervising the Sixth Form Study

- To be responsible for the supervision of the Sixth Form Study, maintaining a quiet, clean and tidy learning environment where students are encouraged to work independently during their study periods. To report any issues to the Director/Head of Sixth Form.
- To implement Sixth Form policies in the Study e.g. no food/drink, appropriate dress.
- To take full ownership of the Sixth Form Study and take responsibility for the upkeep of the areas, this to include:
 - Maintenance of all display and notice boards, making sure they are up to date and to help establish an intellectual buzz in the Sixth Form
 - Ensuring that all IT hardware is in good working order, reporting any issues arising to the ICT Helpdesk
 - Ensuring that the Study is kept tidy at all times and that furniture is clean and appropriately arranged.
- To take accurate study registers on Bromcom and to inform the Director/Head of Sixth form about any attendance issues arising. Working with the Sixth Form Administrator, to take responsibility for the allocation of study periods on students' timetables.
- To supervise the entry and exit of Sixth Form students via the main school gate during break/lunch, as agreed with the Director/Head of Sixth Form.

2. Administrative Responsibilities

To provide administrative support as follows:

- *Sixth Form Office:* To provide ad hoc administrative support, particularly at peak times, to the Sixth Form, under the direction of the Director/Head of Sixth Form.
- *Sixth Form Trips:* To take responsibility for organising Sixth Form trips, under the direction of the Director/Head of Sixth form. This to include bookings and confirmations, travel arrangements, free school meals, risk assessments, letters and permission slips and maintenance of a working trips folder.



- *Engagement:* To support with Parents' Evenings and other occasions for 16-19 students and parents, taking responsibility as directed by the Director/Head of Sixth Form.
- *Humanities, Economics & Business/Computing:* This to include helping to organise the Geography Field Trips and the printing of HEALTH resources.
- *General Administration:* To deal with queries effectively, whether from students, parents or staff, using the most appropriate form of communication.
- To support a whole school approach to administration, supporting other areas and colleagues if necessary, as directed by a senior manager to undertake work of a similar level.
- To support a positive learning ethos across the Sixth Form and the school generally in line with the Five strands of Every Child Matters.

3. Attendance & Punctuality

- To contribute to the improvement of attendance and punctuality in the Sixth Form by providing information and support to the Sixth Form team. This will include:
 - producing attendance and punctuality reports as required
 - phoning and sending emails to parents/carers

4. General

- To attend all relevant Sixth Form meetings, weekly all staff briefings and Sixth Form assemblies.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- To engage actively with the performance review process and take responsibility for own development.



- To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children, young people and vulnerable adults.
- To ensure that the line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

5. Qualifications Skills and Experience

Essential:

- GCSE in English & Maths grade 'C' or above
- Experience of working with children or young people
- Demonstrable experience in delivering effective administrative skills

Desirable:

- Experience of working in an educational support role in a school/college environment, preferably at Sixth Form level
- Knowledge and understanding of school systems
- Familiarity with Bromcom MIS

Skills & Experience:

- Excellent administration and ICT skills, with experience of using Microsoft Office 365 and Microsoft TEAMS
- Ability to work proactively and independently, and as part of a team
- Excellent inter-personal skills when dealing with students and parents, and the ability to establish good professional relationships with staff at all levels



- Excellent communication skills, able to use a range of methods for effective communication both internally and externally
- Excellent organisational and time management skills, able to prioritise workload and meet tight deadlines
- Willingness and capability to learn to use new systems as appropriate
- High level of accuracy and attention to detail, and meticulous in planning

6. Personal Qualities

- A strong team player, able to work collaboratively and effectively with a range of styles and personalities
- Honesty, integrity and reliability in the handling of sensitive and confidential documents and information
- Evidence of ability to be adaptable and flexible and use own initiative, while working within a busy and fast changing environment
- An excellent record of attendance and punctuality
- Able to display tact and resilience within a busy environment
- Reliable and prepared to go 'above and beyond'

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.

