



Burntwood School

SIXTH FORM STUDY SUPERVISOR

JOB DESCRIPTION

As the Sixth Form Supervisor you will work closely with the Head of Sixth Form and the Heads of Year 12 and 13 to provide our students with the very best opportunities to succeed academically.

This will involve the supervision of students during their study periods and working alongside the Sixth Form team to ensure that students are maximising their opportunities for academic success by using their study periods effectively.

You will build professional, positive and supportive relationships with our students and will encourage them to see the value of independent study and consolidation work.

The aim of this provision is to support the Sixth Form team in providing a calm, friendly, orderly and efficient environment in which our students can thrive both personally and academically.

Main responsibilities:

- Working as required by the Head of Sixth Form
- To provide targeted 1:1 academic mentoring for students
- Supervising students during their study periods
- Supporting students in maximising the effectiveness of their study periods
- To set high expectations and standards
- To support and maintain a calm, orderly and friendly Sixth Form environment
- To support students in engaging with activities outside of lessons
- To liaise with the Sixth Form team regularly to discuss students' needs or issues
- To support in the development of materials, systems and activities to ensure that students make the best use of their study periods
- To ensure that the study spaces are kept in good order throughout the day
- To provide administrative support for Sixth Form activities
- To address concerns or queries from parents, carers and students on a daily basis, liaising with the appropriate member of staff
- To support the Sixth Form Team in effectively safeguarding all Sixth Form students