

Harrogate Grammar School, as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

Post Title: Sixth Form Study Centre Supervisor

Salary Grade: Salary Band 5, SCP 4-6
Actual for 32.5 hours a week £14,408

Contract Type: Temporary. Term time only + Training Days

Responsible to: Director of Sixth Form

General Description: To work as part of the Sixth Form Team to facilitate private study through effective supervision and support.

Special Conditions of Service: No smoking policy, including e-cigarettes. Requirement to occasionally work outside of school hours and off school premises as required by the school.

1	Main Tasks/Responsibilities:
1.1	To effectively supervise study periods in the Sixth Form
1.2	To register all students in study periods, including those students referred to additional study.
1.3	To ensure high standards of behaviour throughout study with all students engaged in silent academic study.
1.4	To support in the monitoring of attendance in study periods.
1.5	To monitor all students in study, ensuring work set for referred students is fully complete.
1.6	To support students with study skills.
1.7	To monitor availability of study tasks for students.
1.8	To liaise closely with the Student Support Managers, tutors and teachers, ensuring that time spent in private study is purposeful.
1.9	To ensure that the highest standards of professionalism are exhibited at all times.
1.10	To show a commitment to all students, ensuring that no student is forgotten or allowed to fall behind.
1.11	To foster a climate of higher expectations, excellence and mutual respect in the Sixth Form and across the school.
1.12	To promote the Sixth Form to students new to the school.
1.13	To support members of the Sixth Form Team in terms of student dress, conduct, welfare and progress.
1.14	To be a high profile presence around the Sixth Form.

1.15	To ensure all child protection and safeguarding policies are implemented appropriately under the direction and guidance of the Designated Safeguarding Lead.
1.16	To carry out exam invigilation during Sixth Form study leave and other duties as required.
1.17	To support with general administration for the Assistant Headteacher - Director of Sixth Form and Student Support Manager.
2	Professional Development
2.1	To be aware of national developments in schools so that the best practice can be utilised at HGS.
3	Liaison/Communication
3.1	To liaise effectively with all members of the school, parents and the wider community as required.
3.2	To meet regularly with the Sixth Form team as necessary.
4	Organisation and Administration
4.1	To maintain accurate and up-to-date registers and records for individual students referred to private study.
4.2	To use the behaviour management system to record praise and concerns for students.

Person Specification: E Essential, D Desirable

5	Experience	
5.1	Successful experience of leading, motivating and monitoring students/young people.	D
5.2	Successful experience of working with post-16 students.	D
5.3	Successful experience in the organisation of administration processes.	E
6	Qualifications/Training	
6.1	Excellent Numeracy/Literacy skills.	E
6.2	A good standard of education.	E
7	Knowledge/Skills:	
7.1	General knowledge of Post 16 education.	D
7.2	Proven organisational/administrative skills.	E
7.3	Ability to work positively and effectively with young people.	E
7.4	Strong IT skills including knowledge of office packages.	D
7.5	Problem solving in a solution based and adaptable manner.	E
7.6	High level of literacy skills.	E
8	Aptitudes	
8.1	Highly effective communication skills.	E

8.2	Ability to form good working relationships and influence others.	E
8.3	Capacity to evaluate and improve.	E
8.4	Competent in ICT.	E
8.5	Good level of skill in dealing with issues relating to student needs.	E
8.6	Take initiative and work independently.	E
8.7	Take responsibility for personal CPD needs.	E
8.8	Experience within educational setting.	D
9	Characteristics	
9.1	Passionate belief in the ability of every student to achieve.	E
9.2	Good organisational skills and high levels of self-motivation.	E
9.3	Energy, self-confidence and the ability to 'give more' when the occasion demands it.	E
9.4	Ability to work under pressure and to meet deadlines.	E
9.5	Good sense of humour & ability to maintain a sense of perspective in all working conditions.	E
9.6	Record of good attendance and punctuality.	E
10	Safeguarding and Promoting the Welfare of Students	
10.1	Has appropriate motivation to work with students.	E
10.2	Ability to maintain appropriate relationships and personal boundaries with students.	E
10.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E