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| Job Title | Sixth Form PA & Independent Study Supervisor | Salary | LBR 6 Spinal point 18 - 20: £35,520 to £36,583 (Pro Rata £29,817 to £30,712) |
| Reports to | Director of Sixth Form | | |
| Purpose of job | | | |
| <ul style="list-style-type: none"> ● To supervise a Sixth Form study area facilitating a calm and purposeful learning environment ● To provide high-quality administrative and organisational support, ensuring the smooth day-to-day operation of the Sixth Form and supporting students, staff and parents effectively. ● To manage correspondence, emails and phone calls about the Sixth Form and recruitment to the Sixth Form form. ● Prepare documentation, groups and student information, managing confidential information with discretion and professionalism. ● Assist in the planning and execution of 6th Form events and initiatives. | | | |
| Main duties and responsibilities | | | |
| Independent Study | | | |
| <ul style="list-style-type: none"> ▪ Be responsible for creating and maintaining a purposeful, orderly and productive learning environment for students in independent study. ▪ Be responsible for supporting students in developing their independent learning skills through monitoring students' organisation, revision planning and independent study routines. ▪ Support the effective organisation, presentation and resourcing of Sixth Form Hub. | | | |
| General Administrative Duties | | | |
| <ul style="list-style-type: none"> ▪ Maintain and manage pupil records and archiving systems, ensuring all student files are accurate, up to date, and well organised. ▪ Provide a high-quality administrative service to Year Leaders, the Director of Sixth Form and other senior Sixth Form staff as required. ▪ Support UCAS and admissions processes, including checking applications, maintaining admissions databases and coordinating university taster days and related activities. ▪ Demonstrate strong proficiency in IT systems, with the ability to quickly learn and effectively use school management and administrative platforms. ▪ Track and maintain accurate records of student destinations, including university, apprenticeships, and employment pathways, and assist with the collection and reporting of destination data. ▪ Organise and allocate students into appropriate groups for timetabled sessions such as Electives. ▪ Coordinate Sixth Form events, including Trips, Parents' Evenings, Induction Days, Post 18 Day, Results Days, and Leavers' Celebrations. ▪ Manage diaries, arrange meetings, and take and distribute minutes as required. ▪ Act as a professional first point of contact for parents/carers and external agencies wishing to communicate with the Year Leaders or Director of Sixth Form. ▪ supporting the organisation and facilitating academic tutoring or peer tutoring | | | |
| General | | | |
| <ul style="list-style-type: none"> ▪ Attend and participate in relevant meetings, training and other learning activities | | | |

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To act at all times in accordance with the school's equal opportunities policy
- To behave at all times in a manner that promotes the best interests of the school and treats others with respect
- Be responsible for own health and safety as well as that of colleagues, students and the public
- To carry out any other duties as directed by the Director of Sixth Form, Year Leaders and Deputy Year Leaders in keeping with the nature and grade of the post
- Be responsible for own health and safety as well as that of colleagues, students and the public
- Establish constructive relationships and communication with staff, contractors, agencies and other professionals.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment