



Job Description

Post: Leader of Independent Learning

Responsible to: Director of Sixth Form

Relationships: Sixth Form Leaders & Assistant Headteacher responsible for SLT Line Management of Sixth Form

Salary

Please note that this role will be paid on the Unqualified Teacher Scale.

Job Purpose

To lead and supervise the Sixth Form Study Room(s), ensuring a calm, focused, and productive environment that supports students in developing strong independent learning habits.

To occasionally act as a Cover Supervisor across the school, as directed, covering absent staff.

To support students at the end of the school day from 15:15–16:15 as agreed by the School.

Key responsibilities:

Study Room Management:

- Supervise the Study Room to maintain a quiet and purposeful working environment
- Ensure students use the space effectively for independent study
- Maintain a register of students attending the Study Room
- Implement and manage seating plans for timetabled sessions
- Monitor and safeguard all resources and equipment

Student Support & Engagement:

- Support students in developing effective independent study skills
- Identify SEND students and provide appropriate support where needed
- Hold regular one-to-one learning conversations where appropriate
- Provide a professional, friendly, and approachable point of contact for students
- Share any student concerns promptly with the Director of Sixth Form/Sixth Form Leaders, as appropriate
- Support students at the end of the school day for one hour on three days per week

Behaviour & Expectations:

- Follow the school behaviour policy
- Ensure students wear ID badges and adhere to the Sixth Form dress code
- Challenge students who do not meet expected standards
- Contribute to the general supervision of students within the Sixth Form area

Curriculum & Systems Support:

- Support the implementation of whole-school strategies (e.g. folder systems, weekly plans)
- Use school systems to support student progress (e.g. ALPS Connect, Arbor, MyPLC)
- Maintain and update information on Higher Education, Further Education, and careers

Administration & Organisation:

- Carry out clerical and administrative tasks as directed Sixth for Leaders/Director of Sixth Form
- Maintain high-quality displays in Sixth Form areas

Additional Duties:

- To act as a Cover Supervisor, covering absent staff in all subject areas as directed
- Be a trained First Aider (or willing to undertake training)
- Undertake any other reasonable duties as directed by Sixth Form Leaders/Director of Sixth Form/Senior Leadership Team (SLT)

Professional Development:

- Engage fully with the school’s Performance Management and Appraisal processes
- Attend and participate in all whole-school professional learning sessions, as directed

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school
- To undertake compulsory Child Protection/PREVENT Training as directed by the school

This role will be appraised through the school’s Appraisal process.

The accountabilities in this job description are in addition to those covered by the Teachers pay and conditions document.

It may be modified to reflect or anticipate changes to the role, commensurate to the salary and job description.

Whilst every effort has been made to clearly define the role, each individual task to fulfil the role may not be identified here.

This job description is current at the date shown, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.

Name:

Signature:

Date: