

Sixth Form Admin Assistant and Independent Study Supervisor (Full time and Part-time positions available)



Line Manager – Assistant Headteacher (KS5)

Grade: 4

Purpose:

To proactively supervise the Sixth Form study areas and support the operation of Sixth Form administration alongside the Lead Sixth Form Administrator and provide administrative support for the Sixth Form leadership team

Duties and Responsibilities

1. To proactively manage the Independent Study areas on a day to day basis including the supervision of students to ensure on-task behaviour and a productive learning environment
2. To liaise with relevant subject staff to ensure appropriate levels of student work are accessible to students and available via our online platform, Firefly.
3. To use Sixth Form intervention policies to monitor and follow-up on attendance and/or punctuality concerns to student independent study sessions
4. To support the Lead Sixth Form Administrator on all aspects of administration and provide support to the Sixth Form Leadership Team as required
5. To contribute to the safeguarding of students by completing appropriate training, monitoring attendance, reporting issues and welfare concerns to appropriate staff, and acting as a point of contact for students during the day
6. To attend line management meetings.
7. To support the Sixth Form Leadership Team in the organisation and delivery of open evenings, prom and other Sixth Form events where necessary.
8. To provide the Head of Sixth Form and Assistant Headteacher with clerical support including telephone contact with parents and external agencies.

Generic

9. To ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
10. To undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
11. To perform other such duties of a similar nature as from time to time may be required as directed by Leadership Group.

JOB TITLE: Sixth Form Admin Assistant & Independent Study Supervisor

-Essential (E) or Desirable (D) below

Experience:

- previous experience of working with pupils in an educational environment (D)
- previous experience of using ICT packages (E)
- previous experience of working in a post-16 setting (D)

Skill, Knowledge and Abilities:

- able to carry out set duties (E)
- appropriate ICT skills (E)
- able to work using own initiative (E)
- an attention to detail (E)
- high level of personal drive and energy (E)
- receptive to new ideas and change (E)
- pro-active (E)

Education and Qualifications:

- a good standard of general education (D)

Personal Attributes:

- able to work as part of a team (E);
- able to be flexible and to recognise and provide support for team members when needed (E)
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions (E)
- a friendly, co-operative approach to parents, pupils and staff (E)
- willing to work flexibly in terms of job roles and responsibilities (E)
- promotes and gives a positive image of the school (E)