



ST ALBAN'S CATHOLIC HIGH SCHOOL

Sixth Form Study & Cover Supervisor

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

Grade Grade 4

Hours 32.5 hour per week

Job Purpose: To supervise study processes and provide cover for staff who are on short term absence

Reports to Head of Sixth form

Job role

- To support the Catholic ethos of the school
- To monitor and enforce attendance to study periods
- To maintain an appropriately focussed environment for study
- To follow up non attendance to study periods
- To provide cover for staff who are on short term absence
- To supervise work that has been set in accordance with school policy
- To manage the behaviour of students whilst they are undertaking work to ensure a constructive environment
- To deal effectively with any questions from students about process and procedure
- To deal effectively with any immediate problems or emergencies according to the school's policies and procedures
- To collect any completed work after the lesson and return it to the appropriate teacher.

- To report back, as appropriate, using the school's agreed referral procedures on the behaviour of students during the session, and any issues arising
- To provide support to the Sixth Form team, when cover not required, to support in class, or provide administrative tasks, as necessary
- To communicate and liaise with all levels of staff to collect relevant information, as required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of Sixth Form to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Level 4 pass in English GCSE (or equivalent)	✓	
Level 4 pass in Maths GCSE (or equivalent)	✓	
Experience of working with students across the Sixth form age range		✓
Experience of working with databases and spreadsheets		✓
Personal Qualities		
Good organisational skills	✓	
Good listening skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and abilities		
Ability to manage safely classroom activities, the physical learning space and resources	✓	
Understand and be able to use a wide range of strategies to deal with classroom behaviour as a whole in addition to behavioural needs	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with children and adults	✓	
Ability to use Sims		✓
Understand the importance of physical and emotional wellbeing	✓	
Ability to support children who maybe unwell	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower children and adults.	✓	
Good understanding of the learning experience provided by the school		✓
Establish effective relationships with those working in and with the School	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Be well organised	✓	
Ability to know when and how to seek support.	✓	
Able to ensure that tight, strict deadlines are met	✓	
Demonstrate a highly creative approach to work	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	