



Job Description

Job Title: Sixth Form Study Skills Coordinator (Temporary 1 Year Fixed Term)

Grade: Band H (Points 18-23) (details at Appendix 2)

Hours: 37 hours per week, 39 weeks per year

Line Manager: Head of Sixth Form

Key Responsibilities

1. Coordinate and Supervise Sixth Form Supervised Study.

Maintain a quiet and purposeful atmosphere for Sixth Form Supervised Study at all times.

Ensure an accurate register is taken during Supervised Study.

Help students to respond to tasks in a way which ensures they use Supervised Study time constructively.

Coordinate other Supervised Study staff, ensuring that systems and procedures are followed consistently.

2. Attend to the needs of students as they arise.

Help students with low-level pastoral needs, and escalate to other staff as required.

Assist students with SEND and mental health needs to successfully navigate Sixth Form life.

3. Design and lead sessions to enhance Sixth Form study skills

Work alongside Curriculum Leaders, the Sixth Form Team to pinpoint key transferrable study skills.

Plan study skills sessions which will help students across Years 12 & 13 to develop these skills.

Research and create resources to support the delivery of these sessions appropriately.

Deliver sessions in an engaging way; eventually leading them to use the skills explored independently.

4. Conduct 1:1 mentoring with Sixth Form Students below target grades.

Work with highlighted students who are below target grades across their A levels.

Meet with them on a 1: 1 basis, helping them understand how to improve.

Update teachers, the Sixth Form team and tutors to ensure students receive the help and support they need.

Feedback on progress during Sixth Form team meetings.

Ensure mentoring sessions are recorded accurately.

5. Supervise Sixth Form After School Assessments and Referrals

Administer and prepare After School Assessments ready for students to complete.

Supervise students taking assessments.

Supervise students being held after school for Referrals, helping them to reflect and move forward.

6. Support students in applying to post-18 destinations

Ensure UCAS applications are completed to a high quality.

Administer UCAS references and ensure they are completed to a high standard.

Contribute to other elements of Sixth Form life e.g., running study groups, student recruitment, Open Evenings as required.

Health and Safety

The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the pupils.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g., Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Maintain confidentiality according to organisation and legal requirements.
- Uphold school policies, routines and codes of conduct as set out in the staff handbook or other documentation made available to staff.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved.
- Contribute to the effective operation of support services.
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- As part of a team of support staff, provide assistance with the invigilation of examinations if required.
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.

Working with Pupils

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

Sixth Form Study Skills Coordinator – Temporary 1 Year Fixed Term Contract

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 37 hours minutes per week term time only, plus 1-week staff learning days - 39 weeks per year. Hours of work based on 8.30am – 4.30pm, Monday to Friday. It is a temporary 1 year fixed term contract.

An unpaid lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager for all hours worked over six per day. Where six hours or fewer are worked per day, it may be possible to omit the lunch break.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 28 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days.

Other Benefits

- Wellbeing employee assistance programme
- Contributory pension scheme
- Free car parking, subject to availability

Remuneration

Starting salary for a full-time post at Band H (18-23) is within the range £31,537 to £34,434 per annum, starting point depending on experience and qualifications.

Actual salary, calculated pro-rata, based on hours and weeks worked is within the range £27,321 to £29,831 per annum and subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.