

Post Title and Grade	Sixth Form Study Supervisor 37 hours per week Term Time + 5 Days NJC Scale 3 points 5 - 6
Reporting to	Director of Sixth Form
Liaising with	Assistant Directors of Sixth Form/Head of Year 12 and 13 Sixth Form Team Director of Careers Student Engagement Officer / Attendance Manager
Areas of Responsibility and Key Tasks	
<p>Purpose</p> <ul style="list-style-type: none"> • To support students in improving their engagement in their academic studies, including overcoming barriers to good attendance • To support the UCAS application process, along with other applications on the completion of Post-16 • To support the pastoral welfare of Sixth Form students, ensure effective communication with their parents/carers to engage them as key stakeholders in their child's educational experience • To support the Director of Sixth Form in all elements of their administration and communication with parents/carers • To support Sixth Form Tutors and the Director/Assistant Directors of Sixth Form in their roles 	
<p>Safeguarding</p> <ul style="list-style-type: none"> • Ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders • To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy • To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders • To consider at all times what is in the best interests of the child • To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care • To take action to enable all children to have the best outcomes 	
<p>Other Specific Duties</p> <ul style="list-style-type: none"> • To continue personal development as agreed • To engage actively in the performance review process • Establish and maintain effective relationships and communication with staff, parents and students • Uphold the high standards of the Academy in all communications. • Adhere to the Academy's policies. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • Employees are expected to adhere to Holyhead's agreed Code of Conduct 	

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown but in consultation with the post-holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.