

Job Title: Sixth Form Silent Study Room Supervisor

Katherine Warrington School

Reports To: Head of Sixth Form

Job Purpose: The Sixth Form Silent Study Room Supervisor is responsible for maintaining a conducive and productive environment in the silent study room designated for sixth form students. They ensure that students adhere to the rules and regulations of the study room, providing support and guidance as needed while promoting a culture of focused academic work. Overall, the key purpose of the role is to set high expectations in the sixth form study room.

Key Responsibilities:

- 1. Supervision and Monitoring:**
 - Oversee the sixth form silent study room during designated hours.
 - Ensure that students entering the study room understand and comply with the rules of silence and conduct.
 - Monitor students to prevent distractions and ensure a productive study environment.
- 2. Enforcement of Policies:**
 - Enforce rules related to noise levels, use of electronic devices, and overall behaviour in the study room.
 - Address any disruptions promptly and appropriately.
 - Maintain a respectful and disciplined atmosphere conducive to study.
- 3. Support and Guidance:**
 - Offer guidance to students on effective study habits and time management techniques.
 - Provide assistance in locating study materials or resources within the study room.
 - Refer students to appropriate school staff for academic or personal support as necessary.
- 4. Record Keeping:**
 - Keep records of attendance and incidents within the study room.
 - Report any significant issues or concerns to the Head of Sixth Form or designated school administrator.
- 5. Safety and Security:**
 - Ensure the safety and security of students within the study room premises.
 - Follow school procedures in case of emergencies or incidents.

Qualifications and Skills:

- Experience working with secondary school or sixth form students preferred.
- Strong communication skills and ability to enforce rules with fairness and consistency.
- Patience and a calm demeanour, especially in managing student behaviour.
- Organisational skills to maintain records and manage student attendance effectively.

- Ability to work independently while adhering to school policies and procedures.

Hours and Compensation:

- Would suit full or part time working hours.
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Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and relevant experience to Chris Laing (Assistant Headteacher Katherine Warrington School).

Applications will be reviewed on a rolling basis until the position is filled.