

# ARCHBISHOP BLANCH SCHOOL

## JOB PROFILE

*“Archbishop Blanch School is committed to safeguarding and promoting the welfare of children and young people”*

<b>Post Title:</b>	<b>SIXTH FORM STUDY SUPERVISOR / ADMINISTRATOR</b>
<b>Working Time:</b>	0.85FTE 35 hours per week 39 weeks per year 8.00am – 3.30pm (plus contractual hours on exam results days) Including parent’s evenings, open evenings and CEIAG events as directed
<b>Grade:</b>	NJC 3
<b>Disclosure Level:</b>	This post is subject to a current Enhanced Disclosure
<b>Line Manager:</b>	Assistant Headteacher (Head of Sixth Form)

The post holder is required to support and encourage the school’s Christian ethos and its objectives, policies and procedures as detailed in the current Staff Handbook and Policy File. This also includes commitment to policies integral to the ethos of the school.

### **STRATEGIC PURPOSE:**

S/he shall oversee the Sixth Form Study Room  
To manage student behaviour in the Sixth Form  
S/he shall undertake administrative duties

### **MAIN DUTIES:**

S/he shall maintain a quiet and purposeful working atmosphere in the Study Room  
S/he shall ensure that the Sixth Form Study Room is kept tidy by the students  
S/he will deal promptly with conflict and incidents in line with established school policy  
S/he will deal with any immediate problems or emergencies according to the school’s policies and procedures  
S/he shall complete administrative tasks associated with the sixth form and CEIAG event  
S/he shall monitor the attendance of Sixth Form students at lessons and Study Room  
S/he shall, under the supervision of the Headteacher or other designated staff, invigilate internal and external examinations when not required in the Study Room  
S/he will provide administrative support to the sixth form team  
S/he will support transition events and activities to promote sixth form in the lower school

### **STUDY ROOM ORGANISATION**

S/he will be responsible for the organisation, study room maintenance, setting out, clearing away and care of resources to create a purposeful and attractive room study environment.

### **SCHOOL SUPPORT**

To follow School Support policies and keep updated with school documentation  
To create a safe environment for pupils within and outside the study room and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person  
Under the supervision of the Headteacher or other designated teachers, to invigilate internal and external examinations  
To attend and participate in relevant meetings and participate in training and other learning activities, as required

### **OTHER DUTIES**

To promote positive values, attitudes and good student behaviour  
To promote and implement the school’s equal opportunities policies in all respects of employment and service delivery  
Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.

## **NOTES**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task 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 be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustment 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.
- The responsibilities for this post are subject to the general duties and responsibilities contained in The Statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.