



Sixth Form Study Skills Tutor

Job Description

Purpose of the job

To promote and create a study hub environment for students, resulting in students who are independent and resilient learners, prepared for KS5 study and the next stage in their education or career.

Reporting to

Assistant Headteacher – Sixth Form

Main responsibilities

- To teach a programme of academic development strategies and study skills to Sixth Form students during timetabled Supervised Study lessons, including supporting students with specific learning difficulties
- To develop an inclusive programme which develops the skills needed for effective study and therefore complements the academic curricula of the specialist subject areas. Resources are available for this work.
- To effectively manage the Sixth Form Study Hub and any associated resources e.g., laptops, notice boards, displays and subject specific resources/activities
- To monitor student behaviour and attendance during Supervised Study lessons and liaise with the Sixth Form RSL's to promote engagement
- To liaise with subject leaders to ensure appropriate subject independent study work is set and managed in the Sixth Form Study Hub
- Co-ordinate the Extended Project Qualification (EPQ), including delivery of the Study Skills unit, managing supervisors, and tracking student progress
- Support with the UCAS university admissions process, assisting students and the Sixth Form team in the completion of applications
- To lead and manage the Scholars Club programme, sourcing enrichment activities that aim to intellectually challenge and stretch
- To undertake other activities identified, commensurate with the level of the post.

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.

- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
 - promoting and safeguarding students' wellbeing;
 - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

Person Specification

Qualifications and Experience	Essential	Desirable
Experience of successful implementation of strategies to raise standards e.g., in an educational/project management setting	✓	
Evidence of continuing career development	✓	
QTS, Degree or equivalent teaching qualification		✓
Safeguarding Training		✓
Experience of effective teaching		✓

Professional Knowledge & Understanding	Essential	Desirable
Experience of understanding and managing student behaviour	✓	
Experience of constructive cooperation with different stakeholders such as parents, clients.	✓	
Leading/managing initiatives that promote change	✓	
Experience in the use of ICT as a management tool (e.g. SIMS)	✓	

Personal Qualities and Skills	Essential	Desirable
Strategies for raising student achievement	✓	
Effective practice and approaches to developing young people	✓	
Evaluating evidence to inform decisions	✓	
How to use data and information to facilitate improvement	✓	
Current educational trends and thinking		✓

Last review date: October 2024