**JOB DESCRIPTION**

**JOB TITLE: Sixth Form Cover Supervisor**

**RESPONSIBLE TO: Head of Sixth Form**

**Grade: H3(5) £19,938 including fringe (5,200 prorata figure)**

**Hours: 12 hours / 2 days per week, 38 weeks per annum**

**MAIN PURPOSE: To provide support to the Sixth Form Centre**

**MAIN AREAS OF RESPONSIBILITY:**

The role primarily involves supervising Sixth Form students whilst they undertake their private study sessions. The post involves close liaison with teaching staff, the Head of Sixth Form and other members of the Sixth Form team.

* Manage Learning Environment, displays etc in 6th Form Centre
* Register students and supervise ‘study’
* Attendance/Lates - phone calls in morningsInternal truancy
* Issue 6th Form Laptops
* Liaise with teaching staff and pastoral
* Cover form time registers
* Deal with phone calls
* Support the Head of Sixth Form with other duties

**Person Specification**

* computer literate
* well organised
* team player
* flexible
* good communicator
* experience of working with children