



URSULINE HIGH SCHOOL

SIXTH FORM INDEPENDENT LEARNING SUPERVISOR

JOB DESCRIPTION

Post Title: Sixth Form Independent Learning Supervisor

Grade: ME5 points 5-6 £27,030- £27,438

Responsible to: Head of Year

Date: March 2024

Line Management Head of Year

Job Purpose

To supervise independent study

Key Accountabilities and Specific Tasks

Working with students/staff

- Supervise independent study.
- Ensure girls are completing directed Independent Study work.
- Complete attendance records and send to Head of Year, Assistant Headteacher, Heads of Department.
- Keep a record of work which you deem is not suitable for a class and email referrals to Head of Department, Head of Year and Assistant Headteacher.
- To give support and guidance to students during independent study and at other times in the school day.
- Offer support in administering enrichment opportunities in the Sixth Form.

Monitoring

- Record attendance and disseminate to relevant people.
- Monitor the completion of EMB's in the IL department.
- Detentions on a Friday afternoon.

Working with colleagues

- Liaise with Cover Supervisor regarding classes to be covered and the work students need to do.
- To support the Assistant Headteacher and Deputy Head in administering cover when Administrator is absent.

General Duties

- Any other duties as required by the Assistant Headteacher Key Stage 5 deputy Headteacher or Headteacher.

General Information

The person appointed will be required to work throughout the school term time for 35 hours per week for 39 weeks p.a.

Hours of duty will be from 8.00 am – 4.00 pm Monday to Friday, with 1 hour lunch break.