

Kineton High School & Sixth Form
Job Description: Sixth Form Study Tutor (draft)
25 hours per week, term-time only plus 10 days

<p>Responsibilities as Sixth Form Study Tutor To:</p>	<ul style="list-style-type: none"> • To take ongoing responsibility for maintaining the health and safety of all students and the study ethos of the Sixth Form learning centre. • Ordering, receiving and preparing new materials within a given budget. • To ensure displays and information boards meet the needs of students. • To be available to give advice to Sixth Form students generally e.g. UCAS application process, wider opportunities. • To promote sixth form to lower school students, parents and outside agencies. • To support development of students' study skills and provide support where needed. • To monitor attendance of students during study periods, and follow up issues as appropriate including reporting in SIMS. • To raise concerns over students' progress in their supervised study time with the Head of Sixth Form and form tutors. • To support and supervise students in the Sixth Form Learning Centre. • To monitor take up and engagement in the Sixth Form volunteering programme and follow-up participation. • To support the Head of Sixth in administrative tasks as directed. • To organise and monitor student leadership opportunities within both the Learning Resource Centres. • To maintain Sixth Form study resources, essential resources (texts and equipment) including Higher Education prospectuses. • To support the Head of Sixth Form engage visitors to come into school for presentations; to help plan and attend events as agreed. • To work collaboratively with the School Learning Resource Centre Manager.
<p>Responsibilities as a member of staff To:</p>	<ul style="list-style-type: none"> • Actively contribute to, and fulfill, staff and school responsibilities for safeguarding and promoting the welfare of children and young people. • Work effectively with all members of the school community to promote the KHS ethos, mission and values. • Adhere to all relevant school policies. • Take reasonable care of your own health and safety and that of others. • Co-operate to enable the school to meet its health and safety responsibilities

	<ul style="list-style-type: none">• Not interfere with or misuse anything provided for your health, safety and welfare• Act as a role model in terms of expected standards of dress, conduct, language and punctuality.
<p>This job description is subject to periodic review and may be changed in accordance with the developing needs of the school, the department, the students or the post-holder, with whom any change will be discussed in detail.</p> <p>This job description should not be taken as comprehensive and exclusive of any other tasks. By negotiation and agreement between the post-holder and the Head Teacher other tasks which are relevant and reasonable for the post-holder may be allocated.</p> <p>Adults employed to work in Kineton High School are vetted for their suitability to work with children in accordance with the Keeping Children Safe in Education Policy and DfE requirements.</p>	