

**THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF**

**Section One
General information**

Post Title	6 th Form Learning Facilitator
Post Holder	
General Duties	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>General Learning Support To register attendance and provide 1-1 learning support for 6th Form students, as directed by 6th Form team, to aid students with organising learning resources, managing time effectively and ensuring work deadlines are met.</p> <p>Specific Learning Support To register attendance and provide care and support to 6th Form EHCP students through regular 1-1 meetings, to assist with the students' personal and social development through appropriate guidance and advice, as well as general academic learning support. Manage EHCP paperwork to support the school's SENCO and inclusion team, and action resource requests to support students ongoing learning through 6th Form team as required.</p> <p>Study Support To register attendance and supervise timetabled study sessions and coursework lessons in 6th Form study areas and classrooms as required. Maintain study centre and resources to support 6th Form students in their independent study</p> <p>Cover Support To support 6th Form team with registration and supervision of cover lessons as required.</p> <p>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 construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to	Head of 6 th Form

Responsible for	Providing supervision of study and direct practical support for 6 th Form students by establishing good relationships with all students and staff, giving appropriate comfort and care as to assist students (including those students with specialist learning needs as set out in their EHCPs) to reach their full potential.
Liaising with	Head of 6 th Form, Head of Year 12 and 13, SENCO, teaching staff, parents/guardians/carers (as appropriate) and 6 th Form students.
Nature of Contract	Fixed one-year contract in first instance. Standard terms and conditions of Support Staff apply.
Salary Scale	
Disclosure Level	Enhanced
Review Date	End of one-year contract
Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Specialism's	All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation. If you are able to offer subject specialist mentoring through the role please detail these specialism's alongside your relevant experience in your application.
Self Development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance • Head of 6th Form is advised of training needs • Development opportunities are sought/acted upon
Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile • Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes • Level of self-motivation and encouragement of others
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.

Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all young people.
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.

Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
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The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.