

Ofsted: Good: June 2022: "Pupils at Caterham High School belong to a caring community. Staff encourage pupils to believe in themselves and persevere in pursuit of their ambitions."

Sixth Form Study Supervisor

Grade: LBR 5 Scale Point 12-15. Actual Salary range £24058 - £25275
Hours: 35 hours per week. Term time only + 10 directed days.
Responsible to: Head of Sixth Form
Responsible for: N/A
Date of Job Spec: July 2025

Required for: **September 2025**

Age range: 16 - 19

Believe, Connect, Excel, Innovate, Persevere

This role offers an opportunity to play a significant part in our wonderful inclusive school community. Ofsted recently praised our caring community and notes that students "conduct themselves in a calm and orderly manner and behave well in lessons".

This is an excellent opportunity for an experienced individual who is passionate about the impact of education on the lives of young people to take on the role of Sixth Form Study Supervisor. This is a role of responsibility with an opportunity to shape our provision and to build the skills and aspirations of young people.

Our evolving Sixth Form is an integral part of our school community. We are determined to improve outcomes for all our young people. If you have a passion for working with young people, and a commitment to ensure that students are ready for their next steps in education, employment, or further training, we would like to hear from you.

The successful applicant will be highly committed, with experience of academia, who can lead others through their example. We want you to showcase a maturity and a strong work ethos that you can share with our young people and engage professionally with them to show them how they can shape their own futures.

You would be part of the Sixth Form Team, working with our Head and Deputy Heads of Sixth Form and SLT, to ensure the best use of resources, time, and facilities to ensure students are motivated to fulfil and exceed their potential. Our staff are warm and welcoming, and we have great sixth form facilities including study spaces and a small refectory. There are lots of opportunities within this role, and across the wider school, to develop your professional profile and experiences.

Caterham High School is a community school at the heart of the local neighbourhood. We provide a haven in which our children feel safe, valued, and happy. Our school serves a richly diverse area of East London, with many ethnic groups and languages represented. Each child is important, and we do our utmost to ensure that each student is given every opportunity to learn and succeed. Our students are well behaved, polite, and friendly. We enjoy good relationships between students and staff.

Caterham High School is a friendly, welcoming, and dynamic environment for staff, with good facilities. There is strong and valued CPD, and we are active participants of the Seven Kings Teaching

School Alliance. Our staff are well known as friendly and welcoming. Staff have free access to our gym and other sports facilities, and parking is free.

We warmly welcome an informal telephone conversation prior to application. You can also visit the school website.

Are you interested? If so, please contact Debby Venner (HR Manager) for more information - the application pack and form are on our website.

Completed application forms should be e-mailed to recruitment@ecaterham.net by Monday 1st September 2025 at 10am. **Please note, the school will assess applications immediately on application and reserves the right to interview and appoint a suitable candidate before the closing date.**

If you have not received a response within 2 weeks of the closing date you should assume you have not been shortlisted.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Clearance.

In accordance with KCSiE, Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media as part of our recruitment processes. Further details are available from the LGA guidance note. If you would like to discuss this further, please contact the School.

JOB DESCRIPTION

Job Title:	Sixth Form Study Supervisor
Grade:	LBR 5 Scale Point 12-15.
Hours:	35 hours per week. Term time only + 10 directed days.
Responsible to:	Head of Sixth Form
Responsible for:	N/A
Date of Job Spec:	January 2023

Core Purpose:

- To support and guide students through Years 12 and 13 to ensure a high-quality work focused environment to support the highest levels of achievement within the 6th Form.
- To support the Sixth Form Leadership team, with bespoke strategies appropriate for 16-19 students, to ensure that students are ready for their next steps in education, employment, or further training.
- To assist in tackling underachievement within the 6th Form primarily by working in partnership with students, teaching and pastoral staff, families, parents, and carers in the school context to enable students, particularly the most disadvantaged, to have full access to educational opportunities and overcome barriers to learning, achievement and participation.
- To use strategies to:
 - Improve learning and study skills to raise attainment
 - Improve attendance, raise standards of behaviour, and assist with the transition to university/college and other pathways beyond school
- To take an active and engaged role in the induction of new students into the Sixth Form including participating in external recruitment events when required.

DUTIES

1. Student Progress at KS5

Sixth Form Study Areas:

- a) To take responsibility for The Sixth form Study Areas, supervision of study conditions during lesson times and Common Room space during break/lunch time, ensuring the creation of an atmosphere and ethos for study by engaging positively with students.
- b) To supervise the Sixth Form study area to ensure the environment is conducive to learning and fit for purpose.
- c) Work with the Head of Sixth Form to ensure that the Behaviour Policy is implemented so that effective learning can take place at KS5
- d) Monitor the behaviour of identified students through offering agreed bespoke support strategies
- e) Work with Head of Sixth Form and the pastoral team to coordinate sanctions and rewards and to liaise with parents where appropriate
- f) Oversee condition of rooms/litter/ICT/printer provision.
- g) Organising 6th Form cover/supervision of absent staff classes, distribution of set work
- h) To be a qualified first aider to support Inclusion children and be part of the First Aid Team

Other responsibilities and duties to promote achievement:

- a) Support the preparation process of students for entry to Higher Education and Apprenticeships
- b) To set a positive ethos for the Sixth Form supporting the school vision and school priorities
- c) Support the Sixth Form Pastoral Team, when necessary, to communicate with parents and carers regarding concerns
- d) Organise before and after school supervised study sessions for students who want or need somewhere to study.
- e) Promote and attend Parents Consultation or Information Evenings.
- f) Monitor the attendance of individual Year 12 and 13 students where this has been raised as a concern by the pastoral team
- g) Run support groups as necessary and appropriate with individuals or small groups of students under the direction of the Head of Sixth Form
- h) Follow school procedures in maintaining regular contact with families and carers in need of support, keeping them informed of needs and progress, with the purpose of securing family support and involvement.
- i) To support the administration and organisation of the enrichment programme, being part of a team running activities as appropriate for Year 12 and 13 students
- j) Contribute to fulfilling the objectives of the School Development Plan

2. Parental Engagement with the Child's Learning

To support the Head of Sixth Form and Senior Leader for Sixth Form:

- (a) To work with parents, supporting them and building their engagement with their child's learning
- (b) Use school procedures to contact families and provide appropriate support to improve attendance and punctuality
- (c) To support hard to reach parents and ensure they are clear about how school systems and structures operate
- (d) To develop a good climate for parental communication and to promote strategies appropriate to engaging parents of Sixth Form students
- (e) In partnership with parents, identify the need for and assist with support groups for parents of targeted students
- (f) To liaise with and support the work of the Sixth Form Administrative Office in relation to attendance, when the early support provided has not resulted in improved attendance under the direction of Line Managers.

3. Reporting

- (a) To maintain accurate and up to date records of work undertaken, including any group work or family work
- (b) To ensure all record keeping relating to students' and families remains confidential in line with school policy.
- (c) To bring relevant information to the Sixth Form Team when learning, behaviour or attendance are analysed, monitored, or reviewed.

4. Other

- (a) To attend relevant training or CPD as directed by Line Managers.
- (b) To carry out all duties and responsibilities with due regard to the organisation's existing policies, such as safeguarding, child protection, health and safety, equal opportunities, and data protection
- (c) Take an active and significant role in the induction of students into the Sixth Form, throughout the academic year, and during August and September.
- (d) To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post including additional duties across the school as directed by SLT which could include break and lunchtime duty cover as well as general administration duties.

5. Additional 10 days of work

- (a) Additional 10 days of work will take place as directed annually in August including attendance at GCSE and A Level results day
- (b) Duties will include general administration in the processing of applications for Year 12
- (c) Assisting with the enrolment of students including checking GCSE results
- (d) Supporting the Sixth Form Team in providing advice and guidance in relation to UCAS applications and university placement

If possessing the skills and qualifications, or the willingness to develop these, to deliver:

- (a) To work with parents and school staff to identify needs and set up targeted information sessions or workshops covering issues such as health, behaviour, sex, drugs or alcohol.
- (b) To provide bespoke and age-appropriate mentoring prior to escalation to the Head of Sixth Form
- (c) Attend training and undertake appropriate professional development activities as required for the role
- (d) Attend relevant staff meetings and whole staff training as required

Equal Opportunities

The School is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are, therefore, expected to understand, comply with and promote the School's policies in this respect and, in particular, take care not to commit any acts of unlawful discrimination.

Health & Safety

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's Health & Safety Policy statements. They shall also have regard to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. They should, therefore, ensure that they familiarise themselves with these documents.

In general, all staff are required to always take due care for their own safety and the safety of their fellow employees.

Safeguarding of Children and Young People

Safeguarding Policies and practice ensuring they have an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. Every member of staff is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy. They will attend Safeguarding meetings and events as appropriate and work with the Safeguarding Lead to promote strong, secure systems and development of ethos across the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that a teacher will carry out. Employees will be expected to comply with any reasonable request from a manager or be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

PERSON SPECIFICATION: Sixth Form Study Supervisor

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understand of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Experience & Knowledge	Essential	Desirable
A relevant professional qualification and experience in the field of education, social services, youth work or relevant voluntary sector		X
Qualified in English/literacy and mathematics/numeracy to at least Level 2 of National Qualification framework (minimum grade C or 4)	X	
Educated to NVQ Level 3 (or above) or equivalent qualification.		X
Knowledge of the social and emotional factors which affect Key Stage 5 students' capacity to achieve and learn including behaviours for learning	X	
Experience and an understanding of advising post-16 students on university and apprenticeship applications or other relevant future pathways		X
An understanding of strategies and external agencies which can be used to support students		X
Experience of working in a complex organisation		X
Skills	Essential	Desirable
Knowledge and experience of IT systems, including SIMs, Word, Excel, internet and e-mail	X	
Ability to liaise with teaching/pastoral staff/members of student families to ensure that 16-19 student learning needs are understood and responded to		X
Ability to motivate and support learning by providing advice and constructive feedback/coaching	X	
Ability to communicate effectively; face to face, by phone or other technologies to all stakeholders	X	
Ability to prioritise work and meet deadlines	X	
Ability to deal with difficult situations and/or individuals in a calm, fair and effective manner	X	
Ability to write reports and maintain effective systems of record keeping	X	
Ability to provide effective individual and group-based support	X	
First Aid qualifications or willingness to undertake First Aid training on appointment.	X	
Ability to work effectively in a team and to use own initiative when required	X	
Personal Attributes	Essential	Desirable
Ability to deal with sensitive issues in a confidential manner	X	
Empathy, flexibility, resilience and creativity, with a well-developed sense of proportion and humour	X	
Enthusiasm, commitment, hardworking and a desire to make a difference	X	
Belief in the responsibility of a school to include pupils with a diverse range of educational needs and to show commitment to Equal Opportunities	X	
Ability to establish positive relationships and good rapport with adults and Sixth Form students	X	
A willingness and desire to undertaken relevant training	X	
ADDITIONAL FACTORS	ESSENTIAL	DESIRABLE
Display a knowledge of relevant legislation and guidance in relation to working with children and commitment to the protection and safeguarding of children and young people	X	
Has an understanding of Health and Safety particularly in relation to the welfare of young people	X	