

**URSULINE HIGH SCHOOL**  
**SIXTH FORM STUDY SUPERVISOR**  
**GENERAL INFORMATION**

**Background**

The Ursuline High School has been established for over 125 years and is an Outstanding Roman Catholic Girls School in the heart of Wimbledon. The Ursuline has a strong Catholic identity and mission based on the charism of St Angela Merici.

The school currently caters for 1384 girls aged 11-18, which includes approximately 320 students in our Sixth Form. We have a joint Sixth Form with Wimbledon College, sharing facilities on both sites.

**Staffing Structure**

This post will be directly responsible to the Senior Leader with responsibility for Key Stage 5.

**Person Specification**

The person appointed should be accurate, numerate, well organised and possess good communication skills. (S)he must possess initiative and be willing to work as part of a small, dedicated team as well as on his/her own initiative. (S)he will have good ICT skills. This is an extremely busy position and the ability to work under pressure and to deadlines is crucial. The person appointed will need to be positive, motivated and flexible. (S)he must be able to supervise students.

**Salary**

Salaries are payable on or about the 15<sup>th</sup> of each month. The salary for this post is ME5, points 5 - 6, currently £22,185 - £22,587 per annum. Please note, however, that these figures are for a full-time post, whereas this position is term time only [39 weeks] and therefore you will be paid pro rata.

**General Information**

This position is subject to enhanced DBS disclosure.

The school is committed to safeguarding its students and post holders must be responsible for the safety of the students in their care.

The position is subject to a six-month probationary period.

The main duties attached to the post are listed on the enclosed sheet.

Training will be given on the specialised software packages used at the school.

The post is superannuable with the option of a 6% contributory pension scheme.

The person appointed will be required to work throughout the school term time [39 weeks] p.a.

The hours of duty will be 35 per week, Monday to Friday, from 8.00 am – 4.00 pm with one hour a day for lunch. Flexibility will be necessary during certain times of the year.

On your supporting statement, please relate to the main duties on the job description, giving examples of your skills, abilities and experience.

Completed application forms should be returned to **Mrs R Martin, Headteacher's Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA** or by email [rachel@ursulinehigh.merton.sch.uk] by **12.00 pm on Monday 28<sup>th</sup> June 2021**.