

Sixth Form Study Centre Supervisor (non-teaching)

Based at Beal High School - IG4 5LP

36 hours per week, 44.8 weeks per year (term time only)

LBR Scale 5 Scale Point 12 – 15, £32,535.00 - £33,987.00 (FTE) per annum dependent on experience
£27,954.89 - £29,202.49 (Pro-rated) gross per annum

Beacon Academy Trust are currently seeking to appoint a dedicated and highly professional Sixth Form Study Centre Supervisor to support the delivery of our Private Study Centre provision on the Beal High School Campus. The successful candidate will play a central role in upholding the high expectations culture of Beal Sixth Form, ensuring that all students develop the independent study habits that enable them to achieve their most ambitious progression goals.

The successful applicant will have:

- High expectations of pupils and excellent behaviour management skills
- Excellent time management and organisational skills
- A high degree of initiative and flexibility
- A willingness to take on challenge and contribute to the success of the school

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



Beacon Multi Academy Trust Benefits

SCAN THE QR CODE TO VIEW **CURRENT VACANCIES**



Benenden Private Healthcare

Responsive medical care which can be extended to include family and friends - taxable benefit

Busy Beacons Nursery

Access to a BMAT term time only on-site nursery for all BMAT staff

Pay and Conditions:

16% PPA minimum for teaching staff

Retained School Teachers Pay and Conditions 2012 including automatic main scale progression for teaching staff

Access to Teachers' Pension Scheme (TPS) or to Local Government Pension Scheme (LGPS)*

CPD:

BMAT CPD Hub - Investment in training and professional development

A range of career opportunities across the Trust

*Where applicable

Staff Wellbeing:

Free access to a fully fitted on-site fitness suite on both campuses and staff shower facilities

Interest-free beneficial loans to spread the cost of computer equipment, bikes, transport season tickets and visa applications

Free hot drinks

Free on-site parking and electric vehicle charging points on campus

Winter wellbeing additional day holiday for all staff

Employee Assistance Programme. 365 days/24 hour helpline and additional support with legal, financial advice and counselling

Two weeks' full pay paternity leave*

Generous leave for full-time support staff

Team building and sports events to build cohesion and BMAT community

Microsoft Office 365 individual access from personal devices



Overall Responsibilities

To supervise and manage the day-to-day operation of the Beal Sixth Form Study Centre, ensuring all students engage in purposeful, focused and productive private study. To uphold and model the high expectations and inclusive ethos that defines Beal Sixth Form, supporting students to develop the self-regulation, study skills and academic habits required to achieve exceptional outcomes.

General Duties and Responsibilities

Working in close collaboration with the Head of Sixth Form, Assistant Principals, Heads of Year and the wider Sixth Form team, the Study Centre Supervisor will be responsible for the effective running of the study centre provision. Responsibilities include but are not limited to the following:

Study Centre Supervision and Management:

- Supervise students across the Bronze Study Area and as directed, other study centre tiers, maintaining a calm, focused and purposeful study environment at all times.
- Monitor student attendance and punctuality within study centre sessions, recording this accurately and reporting concerns to the relevant Head of Year or Sixth Form leader.
- Manage fob-access entry systems and ensure only authorised students are accessing Silver, Gold and Platinum study areas.
- Ensure the physical study environment is maintained to the highest standard, reporting any facilities issues promptly.
- Support the orderly movement of students between campuses and study spaces as required.

Student Support and Study Skills Development:

- Provide personalised guidance and model effective study habits and revision techniques to students in the Bronze Study Area, supporting progression to greater independence.
- Offer structured support to students who are developing their capacity for self-regulated, independent study.
- Signpost students to appropriate pastoral, academic and wellbeing support when concerns are identified.
- Support students with organisational strategies including planning, prioritisation and time management.
- Contribute to study and revision skills sessions or induction activities as directed.

Monitoring, Recording and Communication:

- Maintain accurate records of student engagement, conduct and study centre tier status, using the school's management information systems.
- Monitor and follow up on student behaviour and conduct within study spaces, applying the school's behaviour policy and the BSF Student Code of Conduct consistently and fairly.
- Communicate effectively and professionally with students, parents and colleagues regarding student progress and conduct within the study centre.
- Contribute to the review and assessment of student tier status (Bronze, Silver, Gold, Platinum) in liaison with Sixth Form leaders.



- Compile reports and information as required by the Head of Sixth Form or Senior Leadership Team.

Wider Sixth Form Contribution:

- Support the broader pastoral and academic life of Beal Sixth Form, including attendance at relevant team meetings and CPD sessions.
- Assist with sixth form events, enrichment activities and transition programmes as directed.
- Contribute positively to the culture of high expectations, ambition and community that defines Beal Sixth Form.
- Undertake such other duties as may be reasonably requested by the Head of Sixth Form or the Senior Leadership Team.

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



| Person Specification | | | | |
|---|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | Essential (E) Desirable (D) | App Fm | Intv w | Ref |
| Qualifications | | | | |
| Level 3 qualifications or equivalent, along with high levels of literacy and numeracy | E | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Degree | D | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Further professional qualifications | D | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Knowledge / Skills / Experience | | | | |
| Worked in a school environment | D | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Worked with young people and understanding the needs of Post 16 students | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Successful teaching/mentoring/instructing outcomes | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ability to use school management information systems to record attendance and conduct data | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work constructively as part of a team and work independently | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ability to communicate effectively with students, parents and colleagues | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to model high expectations and professional conduct at all times | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Experience of monitoring and recording student behaviour and progress | D | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Attributes | | | | |
| Excellent communication: with children and young people and have an understanding of safeguarding and promoting the welfare of young people | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Flexible, approachable and able to build positive relationships with students | E | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Be willing and able to undertake a wide range of duties as required | E | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Able to adapt and embrace change | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ability to find innovative solutions to problems/issues | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ability to relate well to staff, students, parents and public | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ability to work cooperatively as a positive team member and leader | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| A positive, "can-do" approach with colleagues and students | E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p> | | | | |

