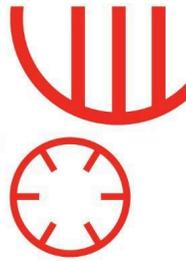


EALING INDEPENDENT COLLEGE



Study Room Supervisor

Full Time

From September 2025

Remuneration - a competitive hourly rate

Recruitment Pack



Welcome from the Principal

Thank you for your interest in joining our small college, ideally located in one of the nicest parts of West London in the heart of Ealing. With demand for places at the College growing, and expansion in progress, we are looking to appoint a talented individual who can perform the hybrid role of Exams Officer and Study Room Supervisor to join our team from September 2025.

The College offers a friendly and personalised learning environment with small class sizes, where students have a strong support system in place, both through the teachers as well as their peers. The learning extends beyond the classrooms, with a selection of clubs and societies available to enrich and enhance the College experience.

Ealing Independent College is a wonderful place to learn and grow, supported by passionate and dedicated staff who ensure each and every student reaches his or her potential and leave with grades and university destinations that they could only have dreamed of.

With an average class size of eight, it gives our staff the chance to fully understand each individual student - to get to know how they best make progress - and to make a bespoke learning programme for them, geared towards ensuring that they perform to the very best of their abilities.

Founded over 25 years ago as a tutorial college specialising in entry into Medicine and Dentistry, we have consciously kept and maintained a focused study environment to allow our students the right atmosphere and support to reach their true potential. The College provision has expanded in order to deliver 16 courses at A Level and 12 courses at GCSE. The College is a close community, enabling regular and detailed communication between staff, students and parents regarding the process. Where issues arise, these are quickly addressed, and intervention is brought in to ensure students fulfil their potential.

It is because of this focused approach, combined with our dedicated staff and effective performance tracking that we are consistently ranked amongst the top London schools and colleges in the Government League Tables. Most notably, the College is amongst the top schools in the country in helping students improve their grades.

In the last seven years, the College has been placed in the top 15% of schools for improving value to student grades, and in two of those years, we have been in the top 5%. It is this level of consistency which ensures that Ealing stands out from our competitors, and gives everyone connected with the College a great deal of pride.

We look forward to receiving your application form, and meeting you in due course.

A handwritten signature in black ink, appearing to read 'Allan Cairns'.

Allan Cairns
Principal





Working at Ealing

Ealing Independent College provides a welcoming atmosphere for staff, with a close-knit group of teachers, an excellent staff CPD programme, generous pension arrangements and extended summer holiday allocation.

Small class sizes ensure that teachers have the ability to teach rather than focus on discipline or student behavioural issues, and a lower marking workload enables staff to focus on quality feedback which encourages accelerated student progress.

Staff turnover is low and the College community is a harmonious and positive one.

School Vision

At Ealing Independent College we teach the individual. We strive to help all our students - from GCSE to A Level completion - be the best version of themselves and to live up to their true potential. We design bespoke learning programmes to allow every one of our students to reach their true potential and aim to provide an excellent education that opens doors to top universities across the UK and abroad. The College is non-denominational: students of all faiths are welcomed.

With a focus on the individual, we are committed to providing outstanding teaching in a supportive and friendly learning environment. Our passionate and dedicated teachers guide and motivate every student to work hard and achieve their goals.

At Ealing Independent College, the student body is very diverse. The successful candidate will be able to develop their expertise by supporting students right across the ability spectrum, from students aspiring to the top Russell Group universities to students with EHCPs whose places are funded by the local authority.

Our mission is expressed through core values that form the guiding principles of everything we do at Ealing Independent College, whether that be academic support, student welfare and guidance or extra-curricular activities within the College community. At Ealing Independent College we aim to:

- Empower students
- Promote independence
- Embed within our students a sense of community

At Ealing Independent College, we take great pride in the support we provide in helping our students reach their goals and fulfil their true potential. As a small college we ensure a personalised learning experience combined with regular homework and tests, and close performance tracking against target grades.

What makes our approach to learning and ensuring academic success so truly unique, is the way we inspire and motivate students to perform their very best - and our approach has brought



proven, consistent success. A Personalised Learning Experience, developed around each student's academic goals and ambitions. Class Sizes are kept small to maximise learning time, a focused environment and ensure that marking and feedback is completed in a timely fashion.

Personal tutors are assigned to each student, holding daily meetings to track progress, set targets and provide invaluable guidance. A close relationship is also formed with parents. Teachers genuinely want their students to do well and go above and beyond to support each student's learning journey.

We provide a friendly and intimate learning environment where all staff and students are on a first name basis, and students support and encourage each other's efforts to achieve their academic goals.

In between lessons students will attend supervised study periods where they do their homework, prepare for tests and revise what they have learned in lessons.

We ensure that students always have sufficient work to do and their minds are firmly focused upon enhancing their learning. Students are tested approximately every two weeks in each subject.

Study Room Supervisor

We are looking for an enthusiastic and thorough individual who can deliver as Study Room Supervisor.

Effective management of the Study Room as a welcoming and productive space is a key aspect within the running of the College. Students are encouraged to make the very best use of their study periods and are expected to work independently to complete individual tasks whilst developing excellent learning skills. Maintaining a quiet and purposeful environment is fundamental to the role, as is building positive relationships and providing support for students as they build skills in self-study.

Study Room

Many of the students at Ealing, from Year 9 to Year 13, have study periods built into their timetables to support their learning. At these times, students attend the Study Room; a space dedicated to individual study. Each study period contains a cross section of pupils at the College in terms of year group and subjects studied.



Job Description

Job Title: Study Room Supervisor

Reports to: Assistant Principal

JOB PURPOSE

To effectively manage the Study Room as a welcoming and productive space, ensuring high standards of order

RESPONSIBILITIES

Study Room Supervisor

- To manage the Study Room, and maintain it as an orderly and purposeful environment
- To ensure that all students are productive during Supervised Study sessions, to follow the College disciplinary policy where they fail to meet expectations and to use the rewards system where appropriate
- To manage the Exemption Card system.
- To communicate regularly with form tutors regarding student conduct in the Study Room.

Wider

- To contribute to wider College life where possible.
- To play an active role in staff CPD sessions as required.
- To work as part of an energetic and collaborative team, driven to ensure that all students perform to the best of their abilities.



Person Specification

Selection Criteria	Essential or Desirable	Source: Application Interview References Task
Qualifications		
5 GCSE passes at Grade C or above	E	A
Experience		
Familiarity with working in an educational setting	D	A I T
Ability to work on own initiative	E	A I T
Ability to communicate verbally and in writing with staff and students	E	A I R
Willingness to participate in Continuing Professional Development as necessary	E	I
Willingness to attend safeguarding training as required	E	I
Personal Qualities and Character		



Excellent professionalism	E	A I R
A genuine commitment to equality and inclusion	E	A I R
Good attendance record	E	R
Dedication to the ethos of the College	E	A I R
Resilience to manage own work pressure	E	T
A good sense of humour	E	A I R



Application Process

Ealing Independent College invites applications from suitably qualified applicants for the post of Study Room Supervisor from September 2025.

If you would like to join our outstanding team and apply for this role, please complete the application form in full and attach a letter in support of your application to show your suitability for the post as outlined in the job description and person specification, making it clear why you want to work at Ealing Independent College.

The application process is detailed below:

Applications close on the 25th July 2025 at 12 noon.

Visits are welcome to the College. Please contact Catherine Alexander (Office Manager) to arrange at catherine.alexander@ealingindependentcollege.com.

Shortlisting will take place on the afternoon of the 25th July 2025.

Candidates will be notified from 25th July 2025, with interviews taking place in early August.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a number of safer recruitment checks including an enhanced DBS check and Barred List as part of Keeping Children Safe in Education.