



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## **MISSION STATEMENT:**

*The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.*

*Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM'- I will serve, empowers us all to play our full part in society.*

## ***Sixth Form Study Support Supervisor***

**SEPTEMBER 2024**



The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone  
Headteacher



# THE URSULINE ACADEMY ILFORD

## SIXTH FORM STUDY SUPPORT SUPERVISOR

**From: September 2024**

**5 days, 30 hours per week (Term Time only)**

**FTE Salary: £26, 523 (inc. Outer London Allowance) per annum**

**Actual Salary: £19,351 (inc. Outer London Allowance) per annum**

**Scale 4 – Range 7 to 11**

We are looking to recruit an enthusiastic, efficient, motivated, friendly and suitably experienced Sixth Form Study Supervisor. S/he will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by Gospel values and the Ursuline motto of 'Serviam'.

The successful candidate will ideally be an enthusiastic, motivated, friendly and well-organised individual who is able to work effectively with a range of colleagues as well as self-manage their own tasks and workload. The successful candidate will have suitable experience supervising and maintaining a satisfactory environment in which our students can complete their silent study. The person appointed will make a significant contribution to the smooth running of this important area of school operation.

### HOW TO APPLY

Application Form is available to download from [www.uai.org.uk/vacancies](http://www.uai.org.uk/vacancies). Please submit a letter of application together with your application form, your letter should address the selection criteria and include your thoughts on what makes a good Sixth Form Study Support Supervisor.

Please return your completed application form via email to: [applications@uai.org.uk](mailto:applications@uai.org.uk)

Visits can be arranged by appointment please contact our HR Officer for details.

**Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be taken up prior to interview.**

The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

***PLEASE NOTE WE ARE UNABLE TO ACCEPT CV'S***

**Closing Date:** Friday 28<sup>th</sup> June 2024

**Interviews:** TBC



# JOB DESCRIPTION

## SIXTH FORM STUDY SUPPORT SUPERVISOR

**REPORTING TO:** Careers & 6<sup>th</sup> Form Enhancement Coordinator  
**LIAISING WITH:** Department, Teaching Staff and others as required

**Main Duties and Responsibilities:** Overseeing the smooth running of directed study, collaborative learning and the school's silent study area. Follow up attendance concerns and liaising with Sixth Form Team to ensure student engagement.

### Key Aspects

#### Support for the Curriculum

- To ensure the smooth running of the Sixth Form Directed Study timetable supporting high standards of work and commitment to learning;
- To ensure that collaborative study sessions are purposeful, and students are working towards achieving subject based tasks;
- To oversee where necessary the silent study area;
- To liaise with the Sixth Form Team to ensure students who are providing concern are reported to the pastoral team;
- To support the Sixth Form Team to deliver meaningful IAG – supporting students to research their interests, preferred career paths and/or university courses;
- To Support the Sixth Form Team with the effective delivery of the Sixth Form Enrichment and Extension Curriculum;
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- To act as a classroom cover across the school when needed;
- Help pupils to access learning activities through specialist support;

#### Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils;
- Establish productive working relationships with pupils, acting as a role model and setting high expectations;
- Promote the inclusion and acceptance of all pupils within the school
- Support pupils consistently whilst recognising and responding to their individual needs;
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities;
- Promote independence and employ strategies to recognise and reward achievement of self-reliance;
- Provide feedback to pupils in relation to progress and achievement.

#### Pastoral Care and Welfare of Students

- Liaise with relevant members of staff regarding pastoral concerns/issues relating to student wellbeing;

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENCo, to support achievement and progress of pupils Attend and participate in regular meetings.

#### General

- To attend and participate positively in team and other meetings as required;
- To provide cover for the work of other team members in their absence as required;
- To participate positively in training and Performance Management;
- To comply with Health & Safety within the workplace to ensure the safety of all stakeholders;
- To be smart and presentable at all times, complying with the dress code;
- To maintain at all times a courteous, helpful and polite response to all stakeholders;
- To undertake any other duties appropriate to this area of work and consistent with the level of the post as may be required from time to time.



**DECLARATION**

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:





## PERSON SPECIFICATION

### SIXTH FORM STUDY SUPPORT SUPERVISOR

<b>L = Assessed by Application</b>	<b>I = Assessed at Interview</b>	<b>R = Assessed by Reference</b>	<b>E = Essential</b> <b>D = Desirable</b>
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#### MINIMUM EDUCATION / QUALIFICATIONS:

Educated to GCSE or equivalent (Minimum Grade C – English/Maths)	L			E
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#### MINIMUM EXPERIENCE / KNOWLEDGE / SKILLS:

Working with or caring children of relevant age	L	I		E
Understand and support needs of individual students	L	I		E
Basic understanding of child development and learning	L	I		E
Understanding of relevant policies/codes of practice and awareness of relevant legislation	L	I		E
Experience of databases/spreadsheet for input/retrieval of data and data analysis	L			D

#### MINIMUM COMPETENCIES:

Computer Literate (Microsoft packages)	L		T	E
Effective communication skills	L	I		E
Ability to liaise effectively with members of the public and staff at all levels	L			E
Ability to prioritise and coordinate work	L	I		E
Ability to work as a member of team and on own initiative	L			E
Ability to produce routine correspondence and reports	L			E

#### OTHER JOB REQUIREMENTS:

Understanding the importance of maintaining confidentiality	L	I		E
Understanding the importance of safeguarding in your role	L	I		E
Flexible approach to work	L	I		E

#### SAFEGUARDING:

Motivation to work with students/young people	L	I	T	E
The ability to form and maintain appropriate relationships and observe personal and professional boundaries with students/young people	L	I	T	E
Emotional resilience in working with challenging behaviours	L	I	T	E