



Sixth Form Study Supervisor

Recruitment Information for Candidates

Application Deadline – Midnight, 30th August 2026





Dear Applicant,

Thank you for your interest in joining The FitzWimarc Academy Trust and for considering a career at FitzWimarc School.

We are extremely proud of our excellent reputation, not only within the town of Rayleigh but across Essex. At the heart of our success is a commitment to traditional values, where a caring and supportive environment is combined with high standards and a shared ambition to help every individual achieve their very best.

As a member of our staff, you would be joining a school community that is passionate about learning and committed to ensuring that every student develops the skills, knowledge and confidence needed for lifelong success. We believe in a balanced and inclusive curriculum that promotes excellence across academic, sporting and cultural opportunities, while maintaining a strong emphasis on the literacy and numeracy skills that underpin future achievement.

At FitzWimarc School, we have the highest expectations of both students and staff. We value every individual and recognise that success takes many forms. Whether supporting students to secure a hard-earned pass or helping them achieve the highest grades, we are dedicated to ensuring that every young person is encouraged, challenged and celebrated.

We are seeking talented, dedicated and enthusiastic professionals who share our commitment to educational excellence and who are inspired by the opportunity to make a genuine difference to the lives of young people. In return, we offer a welcoming and supportive environment where professional development is encouraged and where colleagues work collaboratively to achieve the best outcomes for students.

A modern education at FitzWimarc prepares young people to be thoughtful, responsible and resilient members of society. Our staff play a vital role in nurturing these qualities and in helping students understand their place within local, national and global communities.

Thank you for considering a career with us. We hope the information contained within this recruitment pack provides you with a clear understanding of our values, aspirations and opportunities. We look forward to receiving your application and learning more about the skills, experience and enthusiasm you could bring to our school community.

Mr R. Harris

Headteacher



The School Aims

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

The School Ethos

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	Sixth Form Study Centre Supervisor
Contract Type:	Permanent
Contract Term:	Part time - 30 hours per week – 39 weeks per year (term time + 1 week to be worked in school closure to meet operational requirements - includes GCSE & A Level results days in August)
Salary Range:	Scale 3 Points 6-7 £25,989 - £26,403 FTE (£18,065 - £18,353 actual salary)
Closing Date:	Midnight, 30 th August 2026
Start Date:	ASAP
Position Available:	1
Interview Date:	w/c 7 th September 2026

We are looking to appoint a well organised, motivated person to supervise our Sixth Form Study Centre and mentor students to achieve their potential.

The successful candidate will have experience of working with young people aged 16 -18 combined with strong administrative skills. Good interpersonal skills and the ability to build effective relationships with pupils is essential.

Key Responsibilities

- Supervise the Sixth Form Study Centre and maintain a positive learning environment.
- Support students' academic progress, study skills and independent learning.
- Build positive relationships and provide mentoring and guidance.
- Monitor attendance, behaviour and engagement, intervening where necessary.
- Support students with university, apprenticeship and employment applications.
- Liaise with staff to track progress and support student achievement.
- Provide administrative support for Sixth Form activities, events and UCAS processes.
- Promote the school ethos and assist with registrations, exams and results days.

What We're Looking For

- Strong communication and relationship-building skills.
- Experience working with or supporting young people.
- Excellent organisational and administrative abilities.
- A proactive, supportive and approachable attitude.
- Understanding of study skills and post-16 progression pathways.
- Ability to work collaboratively while maintaining confidentiality.

Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment
- Local Government Pension Scheme



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Reporting To	Head of VI Form/Assistant Head of VI Form

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Main Duties

Supporting students and parents

- Under the direction of the Head of VI Form supervise students in the sixth form study centre to ensure that this creates a positive learning environment
- Develop good relationships with all students by establishing a positive, professional presence within the Sixth Form and responding appropriately to individual needs
- Monitor, intervene, praise and sanction student conduct within the Sixth Form study areas
- Liaise with subject teachers to support individual students independent learning, achievement and progress. This will include facilitating timed questions for students of particular subjects and monitoring the independent study work of specific students highlighted by departments or Sixth Form team
- Monitor and manage student catch up work
- Under guidance of Head of VI Form/Assistant Head of VI Form and in liaison with subject teachers and other staff encourage and advise students on the development of academic skills such as time management, independent learning, appropriate research and study skills and revision techniques through individual and group activities. This may also involve one-to-one sessions with students to support their transition into sixth form.
- Assist sixth form students in the preparation of application forms for college and university places or employment to ensure that a high standard of application is being produced. This includes reviewing drafts and giving appropriate feedback
- Aiding in organization and planning of careers, including disseminating information relating to open events, vacancies, applications and supporting the Careers Leader with other duties

Supporting Sixth Form activities

- To support the Head/Assistant of Sixth Form with administrative duties commensurate with the level of the post including but not limited to the completion and submission of forms relating to administration of further/higher education (including UCAS), employment applications, seminars and visits and inputting of supervised study sessions onto student timetables



- Assist and cover the Sixth Form Administrator as required
- Provide administrative support for Sixth Form Celebration, community and sporting events as required
- Prepare and maintain a list of current available apprenticeships and email the list to Y13 students
- Provide registration cover for tutors as required
- Provide support on A Level and GCSE results days in August.

Other

- Promote the ethos of the school with regard to behaviour, dress code punctuality and attendance.
- Undertake any training commensurate to the post.
- Undertake invigilation for internal examinations as required

General Responsibilities

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade



Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email sgould@fitzwimarc.com
- Complete the application form as fully as possible. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible).
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work

Equal Opportunities

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.



PERSON SPECIFICATION		
Category	Essential	Desirable
Qualifications	GCSE English and Maths at Grade C / Grade 4 or above	
Experience	- Experience of working/dealing with young people aged 16 -18 - Experience of working in a busy administrative role - Working effectively as part of team	- Previous experience of working in a school - Mentoring experience - Advising on preparation of employment/University/college applications
Knowledge	- Excellent working knowledge of ICT packages – Microsoft Word, Excel, Outlook - Understand and comply with procedures and legislation relating to confidentiality and data protection	- Working knowledge of BROMCOM system & BROMCOM reporting - Knowledge of school procedures and policies - Understanding of Safeguarding and child protection procedures - Understanding of Higher Education, UCAS and post 18 employment opportunities
Skills	- Good organisational skills-ability to prioritise work - Good interpersonal skills and ability to build effective relationships with students, colleagues and external links - Effective oral/written communication skills - Effective time management - Ability to work on own initiative	
Personal Attributes	- Tact, diplomacy, discretion and confidentiality - Flexible /adaptable - Self-motivated - Ability to remain calm under pressure - Assertive when required	