



BISHOP VESEY'S GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title: Study Supervisor and Academic Coach

Working Hours: 30 hours per week during term time

Line Manager: Sixth Form Pastoral Manager

Salary: . Spinal Points 12-18 pro-rata, £20,636.31 – £22,757.09

Job Purpose

- To oversee Sixth Form Study and maintain an environment that is conducive for learning.
- To observe the work that Sixth Form students complete during study periods, their efficiency and productivity.
- To monitor and increase the progress of underachieving Sixth Form students.
- To assist with significant Sixth Form undertakings such as UCAS and work experience.

Specific Responsibilities

- Oversee a productive working environment in the LRC and ensure that the rules of Sixth Form Study are adhered to and sanction students when required.
 - Arrange regular mentor/coaching meetings with target students
 - To review and note all meetings minutes on the Sixth Form recording systems
 - Report issues and progress to Sixth Form Pastoral Manager
 - Coordinate with teachers to get a full picture of students' engagement and progress
 - Communicate with parents
 - Attend parental meetings for these students alongside the Head or Assistant Heads of Sixth Form
- Meet with students after prolonged periods of illness to ensure that they are able to catch-up and are resettled and, where necessary, communicate with teachers.
- Assist the Sixth Form Pastoral Manager in speaking to students who have unexplained absences from lessons or Sixth Form Study.
- Where necessary, accompany the Attendance Officer on home visits during school hours.
- Help with the induction of new Year 12 students, including settling in interviews with new students during the first half of the Autumn Term and enrichment interviews with Year 12 during the first half of the Spring Term.
- Provide students with UCAS Personal Statement feedback during Summer and Autumn Term (training provided).
- Assist Year 12 Form Tutors in meeting students and writing enrichment paragraphs for UCAS references.
- Help with the process of checking and sending UCAS forms (training provided).

- Provide references for students applying for university access schemes.
- Assist with practice interviews for some university courses (training provided).
- Support the Sixth Form Futures and Enrichment Manager to ensure that Year 12 students find work experience placements in a timely manner.
- Contact parents of Sixth Form Bursary and SEND students to book Parents' Evening appointments.
- Assist with the Sixth Form admissions process on GCSE Results Day.
- Assist with Sixth Form Open Evening.

General Responsibilities

- Be aware of and support differences to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Recognise and respond effectively to equality issues as they arise in the Sixth Form and challenge stereotyped views, bullying, and harassment in accordance with school policy and procedures.
- Regularly acknowledge and praise the students for displaying excellent character
- Hold students to a high standard in terms of their conduct and general behaviour around the school, maintaining good order and discipline
- Work as part of a team, appreciating and supporting the role of other people within the team.
- Contribute to the school ethos, aims and development/improvement plan.
- Attend and participate in meetings as required.
- Participate in the performance and development review process.

Special Conditions/Working Hours

Some working hours outside of normal agreed hours may be required, for example on results days, or open evenings.

Supervision Received

Line Manager: Sixth Form Pastoral Manager

Level of supervision: Left to work within established guidelines subject to scrutiny by Sixth Form Pastoral Manager.

Probationary Period

The post is subject to completion of a satisfactory probationary period of 26 weeks for new staff to the school.

Signed: (Employee)

Date:

Updated June 2026

Person Specification

Post Title: Study Supervisor and Academic Coach

Department: Sixth Form

Reporting to: Sixth Form Pastoral Manager

Candidates will be assessed through the application form, supporting statement, references and interview process. The criteria below are based on the duties and responsibilities outlined in the job description.

Criteria	Essential	Desirable
Qualifications & Education	Good standard of education, including GCSE English and Mathematics (or equivalent).	Degree or equivalent qualification.
Experience	Experience of working with young people in an educational, coaching, mentoring or pastoral setting.	Experience of working in a Sixth Form, secondary school or further education environment.
	Experience of monitoring progress and supporting individuals to improve performance or engagement.	Experience supporting UCAS applications, careers education or work experience programmes.
	Experience of communicating effectively with a range of stakeholders, including parents and colleagues.	Experience of maintaining student records and using management information systems.
Knowledge & Understanding	Understanding of how to motivate and support young people to achieve their academic potential.	Knowledge of Sixth Form education and post-18 progression routes.
	Understanding of the importance of safeguarding, student wellbeing and attendance.	Knowledge of UCAS processes and university applications.
	Understanding of equality, diversity and inclusion within an educational setting.	Knowledge of SEND and barriers to learning.
Skills & Abilities	Excellent communication and interpersonal skills.	Ability to deliver study skills or academic coaching sessions.
	Ability to build positive professional relationships with students, parents and staff.	Experience of organising enrichment or student development activities.
	Strong organisational and administrative skills, including accurate record keeping.	
	Ability to work independently, prioritise workload and meet deadlines.	
	Ability to analyse information and identify appropriate interventions to improve student engagement and progress.	

	Competent IT skills, including the use of Microsoft Office applications and electronic recording systems.	
Personal Qualities	Commitment to supporting students to achieve their full potential.	
	Enthusiastic, approachable and professional manner.	
	Resilient and able to maintain high expectations of behaviour and conduct.	
	Ability to work collaboratively as part of a team whilst also using initiative.	
	Commitment to the values, ethos and safeguarding responsibilities of the school.	

Other Requirements

- Ability to attend occasional events outside normal working hours, including Results Days, Open Evenings and parents' events where required.
- Willingness to undertake training relevant to the role, including UCAS, mentoring and safeguarding training.
- Commitment to promoting equality, diversity and inclusion and ensuring all students feel valued and supported.

Safeguarding

The successful candidate will be expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people and will be subject to appropriate pre-employment checks, including an enhanced DBS check.