
Sixth Form Supervisor

Permanent

37 Hours Per Week / Term-time Only + INSET Days + 1 Week

Monday – Friday

Start Date: October 2026

Closing Date: Monday 29th June 2026 at 9am – Wallingford School may close this vacancy without warning if a sufficient number of applications are received. An early application is therefore strongly advised.

WALLINGFORD SCHOOL

This is an outstanding opportunity to join one of Oxfordshire's most successful schools. Wallingford School is an oversubscribed, 11-18 school with enthusiastic students, supportive staff and excellent facilities. We have an excellent reputation, enjoying strong support from parents and students, and a good and growing working relationship with the local community. We are among the most successful schools in the country for progress in English and Maths. In 2023, 74% of our students achieved at least a grade 4 in English and Maths at GCSE and 31% of all grades achieved were at Grade 7 or above. Vocational grades were similarly impressive, 85% of entries gained at least a Level 2 Pass and 36% at a Distinction or Distinction*. At KS5, our A Level students are consistently in the top 25% nationally for Value Added progress. In our most recent results, 61% of all entries gained A*- B grades and 32% of all entries gained A*- A. In Vocational qualifications, 58% of all entries gained at least a Distinction, with 31% gaining a Distinction*.

These results are great, but our school is about much more than just exams. We are an inclusive school which – as the only secondary school in the town – is determined to serve its local community well. Comprehensive school values are important to us. Students of all abilities thrive at Wallingford and we pride ourselves on giving students a chance who may not have had one at other schools.

Staff – both teaching and associate – are happy at Wallingford. Professional development is hugely important to us and our programme is varied but also bespoke to support individual needs and priorities. There are many opportunities for teachers to work collaboratively across the school. Our annual two-day Teaching and Learning Conference is the highlight of this programme. Student attitudes and behaviour are excellent and are frequently commented upon by visitors as being so. It is an excellent place to work and we are committed to staff wellbeing and a healthy work-life balance for all our colleagues. The successful applicant should expect to be very well supported in their professional development and the role would suit applicants at any stage in their career.

JOB DESCRIPTION

Wallingford School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

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Responsible to: Assistant Headteacher: Head of Sixth Form

Purpose of the post: Supervise a purposeful study environment and culture for learning in the 6th Form Study Centre and ensure all students use the centre and other 6th Form areas in an appropriate, responsible manner.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Duties:

- Maintain accurate registers of students completing supervised study periods and follow up any attendance concerns by contacting home.
- Supporting the 6th Form Team in appropriate communication home regarding attendance, punctuality, progress, other.
- Take 6th Form registers in the event that 6th Form staff are absent or unavailable.
- Assist the 6th Form Team in ensuring the accurate maintenance of data held in SIMS, and other data held in support of school management/administration.
- Challenge students who do not follow instructions regarding work ethic and liaise with the Head of 6th Form.
- Support 6th Formers in developing effective study skills to include independent study and research skills.
- Support the 6th Form and team in promoting and displaying enrichment and HE/FE progression activities and study skills activities for KS5.
- Work with the 6th Form team to oversee the Work Experience places that the students undertake and develop links with local providers.
- Maintain suitable books, journals and other HE/FE and progression resources in the 6th Form study centre and ensure all promotional display material is up to date and enhances the appearance of the Study Centre and 6th Form environments.
- Evaluate the use of the 6th Form study centre; discuss possible improvements with other relevant staff.
- Share in the recording and processing of 6th Form attendance data e.g. monitoring and investigating first day unexplained absence, identifying trends and patterns and producing of weekly, monthly and other timely reports.
- Keep a record of cancelled 6th Form lessons, holding staff to account in ensuring appropriate register codes are used and that appropriate work has been set for students to work through in this absence.
- Communicating home in the event that a student misses one or more lessons, to find out the reason why, and updating the register system to reflect this.
- Support the 6th Administrator, Head of 6th Form and Heads of Year who line manage 6th Form as required with photocopying and other administrative tasks.
- Undertake any duties that are in keeping with the post as may be determined by the Head of 6th Form or Heads of Year or Headteacher.

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Person Specification:

	Essential	Desirable
Knowledge and Experience	<p>Ability to prioritise workload and respond to changing demands</p> <p>Experience of providing excellent customer service</p> <p>Knowledge of relevant education policies, procedures</p> <p>Understanding basic learning strategies for development</p>	<p>Experience of working within a school environment</p>
Skills, Knowledge, and Abilities	<p>Exceptionally organised with strong time management skills</p> <p>Capacity to work under pressure and to meet deadlines and effectively organise priorities</p> <p>Good IT skills including use of outlook</p> <p>Verbal and written communication skills to communicate effectively</p> <p>Ability to relate to and work well with children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position</p> <p>Dealing with difficult situations and problem solving</p> <p>Ability to maintain a professional and flexible approach</p> <p>Ability to maintain accurate records and meet deadlines</p> <p>Know when to seek advice</p> <p>Proactive and solution orientated</p>	<p>Able to deal helpfully, politely, and tactfully with colleagues, parents, pupils, and staff</p>

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	Demonstrate initiative and proactivity	
	Ability to enforce sustained study conditions in relevant areas Treats pupils with mutual respect	
Qualifications and Training	GCSE English and Maths grade C or higher, or equivalent Good level of competence in Microsoft Excel and Word Participate in development and training opportunities	
Personal attributes	High integrity and openness combined with a commitment for good governance. Strong verbal and written communication skills Ability to work autonomously as well as part of a team Commitment to own personal development Commitment to enhancing the experience of Sixth Form students Flexible in terms of working patterns and evolution to the role	Team player, personable, approachable with a sense of humour

HOURS

The post is for 37 hours per week, Term time only + 1Week + INSET Days (Flexible working requests will be considered).

You will be able to contribute to the Local Government Superannuation Scheme

SALARY

Grade 6 Point 8 – 13 - £13.90 to £15.06 per hour

Actual Salary £23,621 – £25,593 (Depending on experience)

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Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> .
<http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

General Points

You will be able to contribute to the Local Government Superannuation Scheme. Applicants should be aware that the School operates a non-smoking policy.

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, references and DBS clearance and also The Asylum and Immigration Act ID checks.

To Apply

Apply online or email recruit@wallingfordschool.com for further information.

We look forward to your application.

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