

**St Mary's Catholic School****Sixth Form Supervisor****H4 6-9****Start Date: February 2026****Person Specification**

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

| <b>Skills &amp; Experience</b>  | <b>Examples</b>   | <b>Essential</b> | <b>Desirable</b> |
|---------------------------------|---|------------------|------------------|
| <b>General</b>                  | Positive, proactive, organized  | ✓                |                  |
|                                 | Confident in communicating with and working with young people   | ✓                |                  |
|                                 | Good general level of education (minimum Level 3 qualification or equivalent).  | ✓                |                  |
|                                 | Experience working with and supporting/motivating young people in an educational or pastoral setting, or relevant transferable skills from other sectors. | ✓                |                  |
|                                 | Educated to Further/ Higher education level or equivalent   |                  | ✓                |
|                                 | Experience of working in a school   |                  | ✓                |
|                                 | Experience of working with young people/young adults  |                  | ✓                |
|                                 | Experience of supervising groups or individuals   |                  | ✓                |
|                                 | Understanding of the Schools ethos and values   | ✓                |                  |
|                                 | Proven ability to multi-task  | ✓                |                  |
| <b>Personal Characteristics</b> | Self-motivated, welcoming, positive, pro-active person with excellent people and communication skills   | ✓                |                  |
|                                 | Enthusiastic, conscientious and self-motivated to work independently and as part of a small team  | ✓                |                  |
|                                 | Warm, approachable, and resilient, with a passion for supporting young people.  | ✓                |                  |
|                                 | Confident to challenge and inspire students to achieve their best.  | ✓                |                  |
|                                 | Committed to fostering a culture of respect, support, and aspiration.   | ✓                |                  |
|                                 | Ability to work independently and as part of a team.  | ✓                |                  |
|                                 | Strong organisational and administrative skills.  | ✓                |                  |
|                                 | Approachable, flexible, calm and caring with a 'can-do' attitude  | ✓                |                  |
|                                 | Understands the importance of confidentiality and discretion  | ✓                |                  |
|                                 | An ability to be independent, working on your own initiative.   | ✓                |                  |



## ST MARY'S CATHOLIC SCHOOL

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Part of the St Francis of Assisi Catholic Academy Trust



| Skills & Experience        | Examples   | Essential | Desirable |
|----------------------------|--|-----------|-----------|
|                            | Excellent communication and interpersonal skills, with the ability to engage and motivate young people.                | ✓         |           |
| <b>Communication</b>       | Ability to work cooperatively and communicate (written and verbal) effectively with staff, students and parents/carers | ✓         |           |
|                            | Able to use information technology with confidence   | ✓         |           |
|                            | Proficient in Microsoft office, in particular word and excel   | ✓         |           |
|                            | Excellent communication skills, both written and oral  | ✓         |           |
|                            | Ability to demonstrate problem solving, listening skills   | ✓         |           |
|                            | A clear enthusiasm for education and learning  | ✓         |           |
|                            | Tenacity alongside a strong sense of purpose   | ✓         |           |
|                            | Lively, energetic and enthusiastic   | ✓         |           |
| <b>Responsibilities</b>    | Ability to use own initiative, work calmly under pressure without close supervision                                    | ✓         |           |
|                            | Knowledge of UCAS, apprenticeships and careers   |           | ✓         |
|                            | Experience of accurately compiling and maintaining records   | ✓         |           |
|                            | Competent and confident in dealing with the unexpected   | ✓         |           |
|                            | Adaptable, organised and able to work with minimum supervision   | ✓         |           |
|                            | Experience of SIMS or other MIS  |           | ✓         |
| <b>Working with others</b> | Flexibility and sensitivity to the needs of a wide range of users of the school, including children, parents and staff | ✓         |           |
|                            | High levels of interpersonal skills.   | ✓         |           |
|                            | Able to work cooperatively with Director of Sixth Form, Heads of Departments and Teachers in a secondary school.       | ✓         |           |
|                            | Confident in the management of Sixth Form students.  | ✓         |           |
| <b>Other</b>               | Willingness to support the Catholic ethos of the school.   | ✓         |           |
|                            | Willing to learn new skills and undertake training.  | ✓         |           |

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

December 2025