



King's High School



Information for Applicants

Job Title Homework Club Supervisor

To start : As soon as possible

A message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

Dr Burley
Head Master



The School

Founded in 1879, King's High School provides independent, single-sex day education for more than 800 students aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our students.

We value friendship, social responsibility, intellectual curiosity, and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our students to grow into happy, confident, and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th year, the school moved into its stunning new home on the Myton Road Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School. In 2021 The Kingsley School in Leamington Spa also joined our Foundation.

King's High School is one of the leading girls' schools in the UK. We are a multi-award winning school that has attracted considerable national attention for our recent work and innovations. We were recently crowned Senior School of the Year by the Independent Schools Association and won the ISA Award for Future Readiness. We have been Finalists for Girls' School of the Year for the last three years and were also Finalists in TES Independent School of the Year Award. We were recently ranked The Sunday Times' top independent school in the region for academic performance and Dr Burley won Tatler's Best Head of a Public School Award. Tatler described us as a 'school of the future' and we have also achieved a significant strength for our work on changemaking and community action in our latest ISI report. We currently rank as the 8th best girls' school for sport in the UK.

Above all, we are proud of our warm, friendly, and positive ethos which places our students at the heart of all that we do.

www.kingshighwarwick.co.uk



Warwick Schools Foundation comprises: King's High with Warwick Preparatory School, Warwick School with Warwick Junior School, and The Kingsley School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



The Role

We are seeking to appoint an outstanding and innovative Homework Club Supervisor. The role is Part-Time, working 15:45-18:15 term-time only.

The successful candidate will have excellent communication and people skills, a positive mindset, and a forward-thinking approach.

The purpose of the role is to provide a safe, calm and supportive environment for students attending the after-school Homework Club. The Homework Club Supervisor is responsible for supervising students, maintaining accurate attendance records, encouraging productive independent study, and ensuring the smooth day-to-day operation of the club..

Responsible to: Deputy Head (Pastoral)/Operations Manager (or nominated line manager).



Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key Duties and Responsibilities

Student Supervision

- Supervise students attending Homework Club between 4:00 pm and 6:00 pm.
- Ensure students remain engaged in purposeful independent study.
- Monitor behaviour in accordance with the school's expectations and promote a positive working environment.
- Report any behavioural issues to the relevant Key Stage Co-ordinator, or DHM (Pastoral).
- Support students when needed in planning and prioritising homework tasks. This could include supporting students in breaking larger pieces of work into manageable steps.
- Encourage students to use planners, homework diaries and digital learning platforms effectively.
- Support with signposting students to subject-specific resources and independent learning materials when needed.

Attendance and Administration

- Prepare daily sign-in sheets with the correct date.
- Ensure students sign in upon arrival.
- Collect attendance records from all Homework Club locations.
- Maintain accurate attendance records for billing purposes.
- Update electronic attendance spreadsheets promptly and accurately.
- Report any late collections to the duty member of the Senior Management Team.

Homework Club Operations

- Prepare the Homework Club spaces before students arrive.
- Collect and return required equipment (including the club laptop and attendance materials).
- Ensure classrooms are left clean, tidy and ready for teaching the following day.
- Return equipment securely to the school office at the end of each session.
- Ensure students comply with the school's mobile phone expectations during Homework Club.
- Encourage students without homework to engage in appropriate independent reading or quiet activities.
- Distribute snacks and drinks to students and liaise with the Catering Manager regarding stock levels and weekly usage.

Health and Safety

- Ensure the Homework Club environment is safe and well supervised.
- Follow school safeguarding, health and safety, and emergency procedures.
- Report any incidents, accidents or concerns promptly.



Further Details

The Employer is Warwick Schools Foundation.

Salary

The salary scale for this role is Point 12 – to Point 15
£6,458 to £6,593 actual salary per annum

FTE £24,932 to £25,454 per annum

Benefits for Staff

- Staff Fee remission at our Myton Campus
- Complimentary lunch and refreshments
- Free parking
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- Salary sacrifice schemes
- Use of the Sports complex for staff
- A strong, supportive staff community

Pension

Applicants will be automatically enrolled into a competitive contributory pension scheme (employer contributions up to 14%).

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interview

The Application Form

Candidates must complete online application form on My New Term.

If you have any queries about the completion of the form, please contact Mrs Elisa Wathen (Head's PA)
e.wathen@warwickschools.co.uk



Appointment Timetable

Deadline for submission of applications : 24th September
2026 at 12pm

Interview date: Will be confirmed with shortlisted candidates



Person Specification

	Essential	Desirable	Method of assessment
Qualifications	Educated to a high level.		- Contents of the Application Form - Copies of qualifications
Experience	Experience of working with children or young people.	- Experience of working in a school environment. - First Aid qualification. - Knowledge of school behaviour management procedures. - Experience of managing attendance records.	- Contents of the Application Form - Interview - Professional references
Skills	- Organisation and attention to detail. - Calm and confident behaviour management. - Professional communication. - Record keeping and administration. - Time management. - Teamwork. - Problem solving.		- Contents of the Application Form - Interview - Professional references



	Essential	Desirable	Method of assessment
Personal competencies and qualities	A wholly professional attitude to include: • Commitment to high standards. • Support for school aims and policies. • Ability to be positive and enthusiastic. • Tact and discretion and understanding the importance of confidentiality and discretion. • Loyalty and dependability. • Soundness of judgement. • Ability to prioritise and organise self. • Strong customer service focus.	• Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels. • Ability to prioritise. • Creates a good rapport with staff, parents, and pupils. • Ability to organise self and work independently. • Ability to listen.	• Interview • Professional references
Safeguarding Children, Young People and Vulnerable Adults	• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school’s policies • A willingness to adhere to the school’s policy on safeguarding and to undertake training as required		• Contents of the Application Form • Interview • Professional references • Successful DBS Clearance
Equal Opportunities	• Understanding of the requirements of Equality and Diversity		





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