



# **Ballymena Academy**

## **Sixth Form Study Supervisor**

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils, including more than 300 pupils in Sixth Form. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a Part-time Temporary (Term-Time) Sixth Form Study Supervisor from late August 2021. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

### **Information about the Appointment**

At present the school has separate Study facilities for Years 13 and 14. Year 14 pupils use the Main Study Floor of the Sixth Form Centre, with Year 13 Study taking place in the Minor Hall. The successful applicant will generally be responsible for supervising Year 14 Study but will also have opportunities to work with Year 13.

The Sixth Form Study Supervisor will be responsible in the first instance to the Head of Sixth Form and will ultimately be accountable to the Principal and Board of Governors.

This is a term-time appointment (195 days). Hours of work are 9.15 a.m. to 3.20 p.m. Monday to Friday. There will be a lunch break of 35 minutes and a further break of 15 minutes each day.

Remuneration will be in the region of NJC pts 1 - 4 (pro-rata) per annum.

### **Job Description**

The post includes the following responsibilities:

- Supervision of Sixth Form students during Study periods to ensure that a quiet and effective working environment is maintained, with good standards of discipline and behaviour.
- Monitoring use of the Sixth Form Recreation Floor and overseeing the timetabling of recreation periods in line with student assessment performance.
- Promoting an effective independent learning culture and assisting and advising students on strategies to improve their learning and study habits.
- Assisting with the induction of students into the Sixth Form.
- Acting as a mentor for students who are identified as underachieving in their AS or A2 work.
- Liaising with and reporting any matters of concern to the relevant Pastoral and Learning Support teacher (PALS), Head of Year or Head of Sixth Form.
- Maintaining accurate records of students' attendance in Study and use of Study periods, communicating any unexplained absence to the relevant PALS or Head of Year.

- As directed by the Examinations Officer, carrying out Invigilation duties within Public Examination sessions. This may include working with access arrangements pupils.
- Ensuring the students maintain a tidy work environment and report any damage.
- Ensuring the security of the resources within the Study Floor.
- Working with the Sixth Form Heads of Year and the Head of Sixth Form to develop the Sixth Form experience for students.
- Participate in relevant training as required.
- All other duties reasonably requested by the Principal.

## **Criteria for the Appointment**

### **(a) Essential Criteria:**

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

#### Qualifications/Experience

- Has a minimum of 5 GCSEs at Grade C or higher and 2 'A' Level passes or equivalent.
- Has previous experience of providing supervision and/or support to large groups and on a one-to-one basis.

#### Skills

- Can demonstrate excellent organisational and interpersonal skills.
- Is proficient in the use of standard computer software packages.

#### Personal Qualities

- Reliable and punctual.
- Able to work independently and as a member of a team.
- Able to use own initiative.
- Flexible, committed and hard-working.
- Able to deal with matters of confidentiality.

### **(b) Desirable Criteria:**

- Experience in working within an educational environment.
- Experience of working with Sixth Form students.
- Experience in the use of SIMS (Schools Information Management Systems).
- Experience and/or qualifications which would enable them to make a contribution to other areas of school life beyond the classroom, e.g. sport, music, Duke of Edinburgh Award Scheme.

Essential and/or desirable criteria may be further enhanced for shortlisting purposes. Applicants should ensure the application form is completed carefully and accurately.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place on **Tuesday 24<sup>th</sup> August**. Applicants who are shortlisted will be informed on Thursday 19<sup>th</sup> August.

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

## **Returning your Application Form and Monitoring Form**

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date (Wednesday 18<sup>th</sup> August). Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Principal,  
Ballymena Academy,  
89 Galgorm Road,  
Ballymena,  
CO. ANTRIM.  
BT42 1AJ

E-Mail address: [mbrown783@c2kni.net](mailto:mbrown783@c2kni.net)