



POOLE
GRAMMAR
SCHOOL



APPLICATION FORM

SIXTH FORM STUDY SUPERVISOR

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Gravel Hill, Poole, Dorset, BH17 9JU
01202 692132
www.poolegrammar.com
Headteacher: Mrs K Etheridge

For: SIXTH FORM STUDY SUPERVISOR

Start date: 1st September 2026

Salary: Grade B, points 4 – 6. £12,780 to £13,188 actual annual salary (FTE £25,185 to £25,989)

PLEASE NOTE, THIS IS A NEWLY CREATED ROLE.

Poole Grammar School's Sixth Form students require space to study when in free periods and this role has been created in order to facilitate this. The post holder will have the opportunity to evolve within the Academic Support team.

Post: Sixth Form Study Supervisor

Reporting to: Academic Support Lead

Actual annual salary: £12,780 to £13,188 (FTE of £25,185 to £25,989)

Hours: 22.5 hours per week, Monday to Friday, 8.50am to 1.20pm

Working weeks: 38 (term-time only)

Paid weeks: 43.51 (includes holiday pay)

Further details about the School can be found on our website at www.poolegrammar.com

The responsibilities of the postholder will include the following areas:

Health, safety and safeguarding

The post holder must:

- fully abide by the School's Safeguarding policy;
- fully abide by the Staff Code of Conduct and any applicable Health & Safety, Cybersecurity, Data Protection and Risk Management policies.

Main responsibilities and duties

The post holder will be expected to:

- Ensure the Sixth Form Study Area maintains a welcoming and supportive atmosphere where students are able to study independently and in small groups;
- Support the learning of Sixth Form students by...
 - > Maintaining a focused, pleasant working environment;
 - > Helping students to focus on productive work;
 - > Working to establish positive, supportive relationships with students;
 - > Signposting students to wider school support as appropriate;
 - > Ensuring mobile devices are used in line with the school policies;
 - > Ensuring students treat resources with respect.
- Carrying out administrative tasks as required to support the running of the school.

Contacts and relationships

The post holder will have...

- Daily interaction with Academic Support Lead and Director of Sixth Form.
- Daily interaction with Year 12 and 13 students.
- Regular interactions with Heads of Year 12 and 13, sixth form tutors and teachers.

Decision-making

The post holder will need to...

- Prioritise their own tasks and workload, in discussion with the Director of Sixth Form and the Academic Support Lead.

Experience and qualifications

Please see next page.

General

This job description is specific to the post of Sixth Form Study Supervisor. This job description is current at the date shown below but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: Pete Ingleby, Director of Sixth Form

Date: June 2026



PERSON SPECIFICATION



Experience

- Working with students in a secondary educational environment (DESIRED)
- Experience of dealing with a wide variety of personalities (ESSENTIAL)

Qualifications and training

- Five GCSEs with a minimum grade C or above in English and Mathematics or equivalent qualifications or relevant experience (ESSENTIAL)
- A levels or equivalent (DESIRED)

Aptitudes and abilities

- Excellent verbal communication skills
- Good ICT skills (including MS Office)
- Patience and commitment
- Ability to remain calm and make decisions while under pressure
- Good organisational and planning skills
- Ability to work under own initiative
- Ability to respond sensitively and flexibly to competing demands from students
- Ability to handle confidential information with discretion
- Also desired is the ability to lead small groups of students, applying appropriate behaviour and learning strategies

Personal attributes and qualities

- Commitment to developing students as independent learners
- Enthusiasm and a sense of humour
- A strong sense of empathy
- Self-motivation
- A flexible and adaptable approach
- Willingness to continue and maintain professional development
- Commitment to Equal Opportunities
- Enhanced DBS check



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APPLICATION PROCEDURE



What you need to do

All applicants are asked to submit an online application form via the Poole Grammar School website.

Please visit www.poolegrammar.com/work-for-us and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but PDF and Word versions of the application form can be requested from the HR Department by emailing: pgshrdept@poolegrammar.com.

Please note: If you use the PDF application form and are using an Apple Mac, make sure it isn't completed in Preview mode, as it will not save correctly.

Informal discussions/visits are encouraged. Please contact the school to make an appointment via the HR department by emailing pgshrdept@poolegrammar.com.

If you have any questions regarding the application process or have not received your acknowledgement email, please contact the HR Department on the above email address.

Dates

Closing date for applications: **3rd July 2026**

Interview date: Candidates will be shortlisted and interviewed as and when applications are received. Please note, this may be before the closing date.

We encourage early applications and reserve the right to interview early for the right candidate.

Safeguarding and equal opportunities

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application.

Poole Grammar School also promoted equal opportunities across its workforce.

We look forward to receiving your application.

With thanks,

Katie Etheridge, Headteacher
June 2026