



Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.

Sixth Form Independent Study Supervisor

Candidate Information Pack

June 2025

Dear Candidate

We are looking to recruit a talented, committed and inspiring person to the role of Sixth Form Independent Study Supervisor. Ark Academy Sixth form opened to its first cohort of pupils in 2015 and has grown into a highly successful and competitive Key Stage 5 provider. We were rated "outstanding" by Ofsted in 2022. The Sixth Form serves as the pinnacle of education for pupils in the lower school while attracting the best and brightest from other schools in the local area. The Sixth Form has built a solid foundation of achievement in ensuring our pupils achieve outstanding results and make excellent progress when compared to their peers nationally. We are committed to ensuring every child is challenged to achieve their maximum potential and have celebrated wonderful successes in seeing our pupils progress to study at the most competitive universities, both Oxbridge and Russell Group and onto the most competitive degree level apprenticeships.

Working with dedicated and motivated Heads of Year and Director of Sixth Form the Study Supervisor will provide extensive support for students within Ark Academy Sixth Form.

We are very proud of our reputation for academic excellence and also the superb pastoral care our students receive along with the support we provide for the less academically able. We now want your help to enable us to go beyond outstanding and achieve 'excellence for all'.

To apply, follow the link at <https://arkacademy.org/vacancies> by **8:00am on Monday 23 June 2025**. For an informal, conversation about the role, please contact Frances Johnson 020 8385 4370 (option 3) or by email f.johnson@arkacademy.org

We wish you the best with your application

Delia Smith OBE
Principal



Ark Academy

The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 16 years. She has also been a schools' inspector and was awarded an OBE for services to education.

About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39+ schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

About our Sixth Form

Our Sixth form has over 300 students and has an impressive record in providing all students with the highest quality of teaching and experience in Advanced Level subjects. We have had an ALPS T score of a 2 since 2019, putting us in the top 10% of the country for pupil progress, and therefore one of the best achieving schools in the ARK network and across the country.



JOB DESCRIPTION - Independent Study Supervisor

Line Manager: Sixth Form Administrator
Start Date: 1 September 2025
Contract: Full Time / Term Time (39 weeks)
Salary Range: Scale 5

The Role

As the Study Supervisor your main roles are to ensure students use their study periods productively and efficiently. The key components of this role are to:

- Supervise the Year 12 study room, upholding a high-level expectation for behaviour and engagement – using the Ark behaviour policy where necessary
- Support attendance to lessons and registered study periods, liaising with the HoY, Director of Sixth Form and Sixth Form Administrator
- Ensure MPQs are completed and marked for 100% of Year 12 cohort
- Ensure support with the Civitas Hour for all Year 12 students
- Provide support with the logistics of running a large sixth form
- Run the daily Compulsory Catch Up Club
- Providing ad hoc support to students referred for help by HOY/HOD

Key Responsibilities

Study Supervisor

- Ensure all students work independently and in silence
- Be present in the study room to ensure an excellent climate for learning
- Support students to work effectively by actively challenging poor study habits

MPQs

- Advise students on completion of MPQs
- Liaise with tutors to ensure every student completes an MPQ
- Mark and give feedback to all students

Civitas Hour

- Liaise with HoDs to create a list of available opportunities
- Match students and posts together and share with both parties
- Check attendance to this on a weekly basis
- Escalate to the tutor & HoY in the case of non- attendance

Compulsory Catch Up Club

- Run daily report to capture truancy from lessons and lateness to lessons
- Email students and parents / carers to inform them of expected attendance to CCC
- Inform Sixth Form Team and SLT of expected attendees
- Record attendees, inform HoY and Sixth Form Administrator of any absentees

Other

- Undertake the other main professional duties of a member of staff as set out in the ARK Schools pay and conditions of service document

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person Specification: Independent Study Supervisor

Qualification Criteria

- Maths and English GCSE or equivalent at grade B or above
- Right to work in UK.

Behaviours

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with all other staff
- Able to follow instructions accurately but make good judgments and lead when required.

Specific skills

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for pupils after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion.

Other desirable training and skills

- An interest in music and the ability to play an instrument
- An interest in sporting activity.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
 - Willingness to undertake training
 - This post is subject to an enhanced Disclosure and Barring Service.
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- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

ARK ACADEMY SIXTH FORM MISSION STATEMENT

Ark Academy Sixth Form offers the highest quality education to allow our students to pursue the university pathway and career of their choice with confidence in a changing and challenging global community. Learning is at our core, we offer a first class education with a drive towards academic excellence and a desire to create independent learners ready to face university life. We believe in extending and enriching our students, both academically and socially, developing young community leaders with a passion for social action. Our students will develop as role models for those who follow them, they themselves inspiring future year groups of Ark academy Sixth Form. We work tirelessly to ensure our students are world ready, armed with the relevant skills, experiences and achievements to make them stand out from the crowd on application for university and future careers of their choice.

We will:

- Deliver a first class learning environment based on outstanding teaching and facilities
- Provide all students with every opportunity to extend themselves and their thinking of the world in which they live; building a portfolio that will allow them to progress into top flight universities
- Challenge students to do better than good and always accept that there is always room for improvement
- Develop our students as young leaders and role models to act as inspiration for younger members of our community
- Welcome, value and respect all who come to the school
- Hold true to our 4 core values and strive to display them in all that we do
 - Excellence
 - Participation
 - Persistence

ARK Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosures This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference Checking References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information

Probation All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

WHERE TO FIND US



Wembley Park (Jubilee/Metropolitan Line)



Chiltern Railways



Buses: 206, 245, 297, 83, 182

By Car: A479

Postcode for satnav: HA9 9JP: A406 North Circular Road (15 minutes away)

Ark Academy Bridge Road London HA9 9JP

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