



THE WALLACE HIGH SCHOOL SIXTH FORM STUDY SUPERVISOR

HOURS OF WORK: 12 hours per week, term time
9.00am – 3.30pm, Monday and Thursday

SALARY: NJC SCP11-14 (£27,269 - £28,624) pro rata.

GENERAL INFORMATION

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are some 300 pupils in the Sixth Form. The school draws its pupils from Lisburn and the surrounding area.

SIXTH FORM SUPERVISOR

The Sixth Form Study Supervisor is required to manage and supervise Sixth Form pupils during their study periods in the Sixth Form Centre. In order to create appropriate study conditions the Study Supervisor needs to adopt a good working relationship with young people and also be able to maintain good discipline through a non-confrontational manner. They will be required to keep accurate registers of those present and assist the Heads of Year with follow up on earlier absences. The Study Supervisor should report any concerns with individual pupils to the Heads of Year or their Assistants. The Supervisor will be responsible to the Vice Principal [Pastoral].

The Sixth Form Study Supervisor may be required to undertake other reasonable duties, from time to time, within their competence.

QUALIFICATIONS AND EXPERIENCE

Essential Criterion

- Applicants with evidence of an education up to A' Level (or equivalent) standard.

Desirable Criterion

- Experience of working with young people in a voluntary or paid role.

The Board of Governors reserves the right to enhance the above criteria at shortlisting.

APPLICATIONS

It is preferred that application forms are emailed in Word format to the recruit@wallacehigh.net. An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Friday, 16 May 2025 at 12 midday**.

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

NB: It is an offence for an individual who is on either of the Department's Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.