



**Westcliff High School  
for Boys**

**JOB DESCRIPTION**  
Sixth Form Supervisor



## INTRODUCTION

Every School has its own traditions, its own ethos, its own identity, and its own purpose. The purpose of Westcliff High School for Boys (WHSB) is to provide an excellent education for our pupils, supporting them in their journey to adulthood by developing character and intellect within a happy and scholarly community.

To this end, WHSB provides exceptional teaching and a wealth of extra-curricular activities to develop the Learner Profile attributes in our pupils through a unique education filled with exciting, challenging, and enjoyable experiences. Today, we continue our proud tradition as a Grammar School serving pupils within the local community and actively promoting the wonderful opportunities we can offer to local children and their families.

## SUMMARY JOB DESCRIPTION

To be responsible to the Director of Sixth Form for overseeing the Sixth Form Study Rooms, ensuring that facilities are used in a productive manner and maintaining a purposeful environment to maximise learning.

## DURATION

Number of weeks worked per year 39 plus 7 days during School holidays.

Hours of work 37 per week, between 8.00am and 4.00pm on Monday to Thursday, and 8:15am to 3.45pm on Friday.

## SALARY, HOLIDAY ENTITLEMENT, AND PENSION

Salary is paid at Point 7 Full Time Equivalent £26,403, Actual Salary £23,864. There are 25 days' holiday plus statutory public holidays paid per annum which are included within the salary. Holiday is deemed to be taken within the School closure period. Support Staff at Westcliff High School for Boys are automatically enrolled in the Essex Pension Fund (Local Government Scheme).

## LINE OF RESPONSIBILITY

The Sixth Form Supervisor will report directly to the Director of Sixth Form.

## DUTIES AND RESPONSIBILITIES

The main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster.

## CORE RESPONSIBILITIES

1. To be responsible to the Director of Sixth Form Studies for overseeing the Sixth Form Study Rooms SF1 and E31, ensuring that facilities are used sensibly and responsibly.
2. To maintain in the Sixth Form Study Rooms SF1 and E31 a culture of civilized and responsible behaviour with students, assuming responsibility for the proper maintenance of the facility.
3. To follow the WHSB conduct policy, to challenge inappropriate behaviour working alongside the Sixth Form Pastoral Team to maintain a positive working environment for all.
4. To respond to students concerning their personal circumstances, should those be discussed and to refer cases to other members of the Sixth Form Pastoral Team should that be appropriate.
5. Report, using the Every System and informing the Director of Sixth Form, necessary repairs to the Sixth Form Study Rooms SF1 and E31, which may be necessary and any improvements in facilities which may be desirable.
6. To contribute, as requested, to the broader management of the Sixth Form by assisting in an administrative or supervisory capacity.
7. This job description is not limited to the list set out. The Academy may vary the job description, amend duties and responsibilities, or may require other duties and responsibilities to be undertaken from time to time as reasonably necessary to meet the operational needs of the Academy, its pupils, and the requirements of educational and pastoral standard of service and care.

## CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- The postholder shall uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal scheme.



## Desirable Aptitudes

- Excellent communication skills.
- IT literature, including knowledge of Microsoft Office applications.
- Team player with a willingness to learn new systems.
- Outgoing and confident manner.

All staff are responsible for promoting and safeguarding the welfare of students at Westcliff High School for Boys by ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Headmaster. All staff are expected to uphold, support and realise the ethos of the School, as outlined in the Mission Statement and Learner Profile. Job Descriptions are subject to annual review.

Applicants should send a completed Support Staff Application Form to [vacancies@whsb.essex.sch.uk](mailto:vacancies@whsb.essex.sch.uk).

Should we receive sufficient suitable applications for this position at an earlier point in the process, we reserve the right to close the advertisement early.

January 2026



# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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