



### **Sixth Form Study Supervisor / Personal Assistant to the Head of Sixth Form**

Cardinal Newman is a successful over-subscribed 11-18 provider that was rated 'Good' by Ofsted recently. In the Sixth Form students achieve highly that is in line with national average and demonstrate exemplary behaviour. We are very proud of the culture and ethos in our Sixth Form and are looking for an enthusiastic and diligent person to become a member of our Sixth Form team.

**This role would likely suit a University graduate or someone who is looking for a route into the teaching profession. This role is incredibly rewarding as you will be directly involved in inspiring, challenging and motivating young adults to ensure that they work hard and achieve their potential.**

**We are looking for a candidate who is:**

- Committed to the learning and progress of students of all abilities
- Competent academic ability, a degree would be desirable.
- Self-motivated and emotionally resilient
- Able to work in an organised and methodical way, prioritising needs and managing workload, working effectively and calmly under pressure
- Able to maintain confidentiality
- ICT literate, specifically in SIMs, Microsoft Word, Excel, Outlook, and Internet Explorer
- Excellent written and verbal communication skills
- Able to relate well to school staff, students of all abilities, parents and carers
- Able to supervise individual, small and large groups of students
- Experience of working in a school setting (desirable)
- Some experience of working with outside agencies to assist with the administration of further education (desirable)
- Willingness to support the faith ethos of the school (there is no requirement to be Catholic)
- Open and constructive, accepting of feedback and always willing to learn
- A 'can do' positive approach: energetic and enthusiastic with an excellent sense of humour
- Excellent attendance and punctuality record
- Willingness to be flexible at busy times of the academic year and ability to attend extra-curricular activities