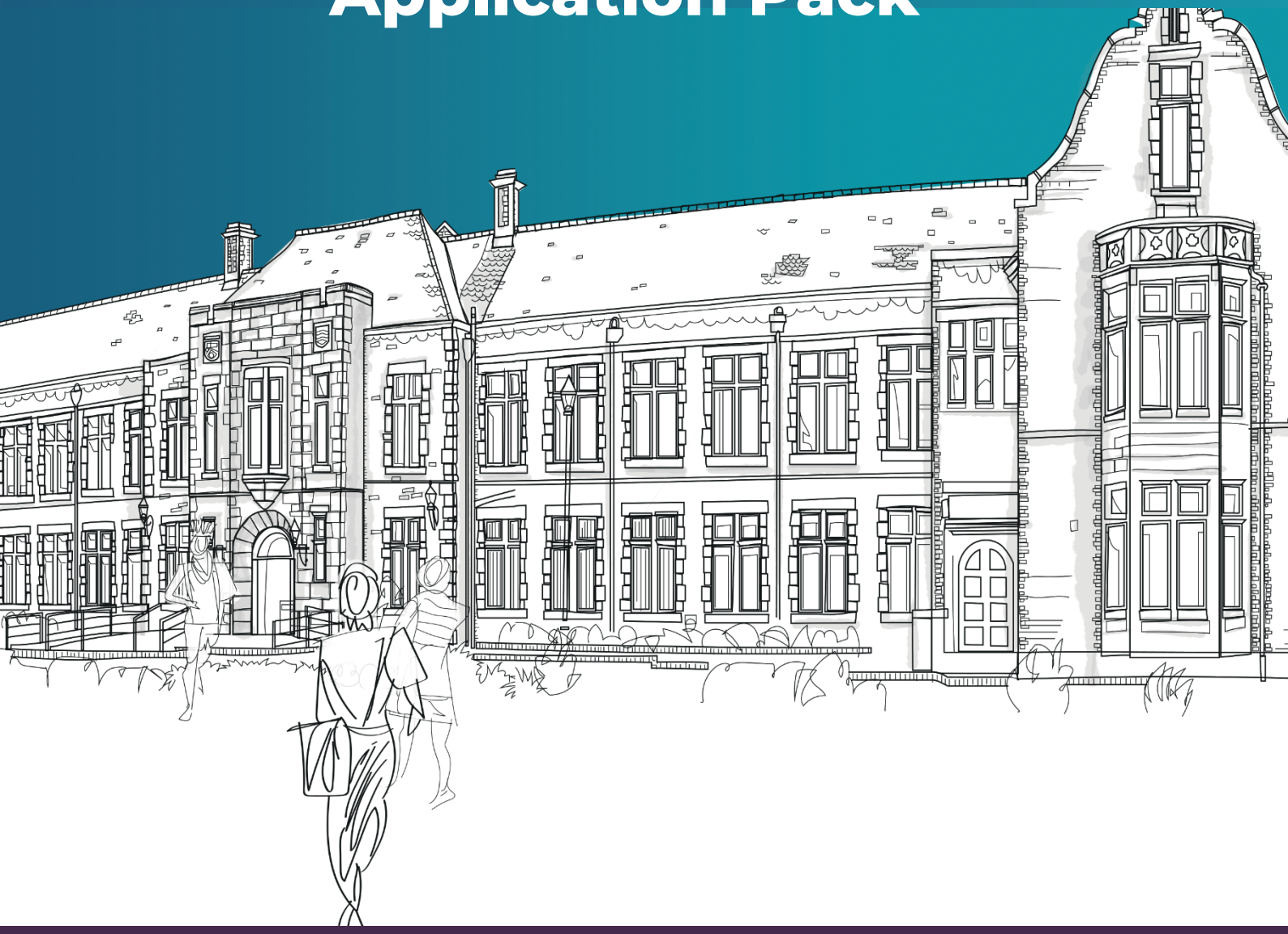
MONOUX SIXTH FORM COLLEGE

Cover Supervisor Application Pack



MONOUX SIXTH FORM COLLEGE

@MONOUXCOLLEGE



WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

We are seeking a welcoming, organised and proactive Independent Study Supervisor to help create and maintain a positive, purposeful and productive independent study environment for our learners.
This is an important role in supporting students to develop the independence, self-discipline and study habits needed to succeed.
Key responsibilities include:

- **Welcoming and orientating students: Greeting students on arrival, including at the entrance, and ensuring they understand expectations and routines for using the independent study space.**
- **Creating the right environment: Establishing and sustaining a calm, mature and productive atmosphere where students are encouraged to manage their own learning responsibly. We are looking for someone who can balance clear expectations and authority with warmth, approachability and care, creating a space where learners feel welcomed, supported and motivated to study.**
- **Administrative support: Providing administrative assistance to the Senior Leadership Team (SLT) as required.**

The ideal candidate will be:

- **Approachable, friendly and confident in communicating with young people.**
- **Organised, reliable and proactive.**
- **Able to establish positive relationships whilst maintaining high expectations.**
- **Skilled at managing an environment through encouragement, presence and positive relationships rather than constant supervision or enforcement.**
- **Committed to helping young people develop independence and take responsibility for their learning.**

This is an opportunity to make a real difference to the daily learning experience of our students by helping create a space where independent learning, personal responsibility and academic progress can flourish.

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: https://www.sgmc.ac.uk/jobs/ to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 &2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Thursday, 3rd December 2026 – 10am

Interview Date: Tuesday 8th December 2026

Start Date: ASAP

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. ***Previous applicants within the last six months need not apply.***

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
REPORTING TO:	Amani Sanbar
SALARY:	Scale 3, point 3 (actual salary pro-rata £14,070 gross per annum)
HOURS:	20 hours per week (11.15am to 3.15pm Monday to Friday), Term-time only; (Fixed Term until 25th June 2027)

Job Purpose:

- To supervise the activities of individuals or groups of students undertaking timetabled, independent study in the primarily in the Zone & LRC area as required.

- Administration tasks for SLT, as required.

Main Responsibilities:

- Orientation of students on arrival, including at the door.
- Create and sustain a calm, focused environment to ensure that students are provided with a self-managed, independent study space, rather than a patrolled space.
- Create and sustain an environment in which students feel welcomed and are able to be productive.
- Respond to general student queries, establishing a good working relationship with them whilst setting high expectations for standards of work and behaviour.
- Ensure good behaviour of the students at all times.
- Support learners with good study habits and skills. Prepare useful study resources to enhance their study skills.
- Ensure that registers are marked or a record is kept of students who are in attendance.
- Provide feedback to teachers/SLT, as required, regarding student behaviour and productivity.
- Administration tasks for SLT, as required.

General Responsibilities:

- **SAFEGUARDING is everyone's responsibility** and all staff, during their course of their employment, have a responsibility to safeguard and promote the welfare of children, young people and vulnerable adults. All staff are mandated to attend Safeguarding training and regular updates.

- **EQUAL OPPORTUNITIES – Sir George Monoux Sixth Form College** aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out

in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

- Support the aims and ethos of the college and promote and work in accordance with College policy and practice

- Carry out any other duties commensurate with the general responsibilities of the post.

- To undertake and/or support the delivery of any training or development as required by the College.

PERSON SPECIFICATION

	Essential/ Desirable	Assessed by: A = Application I = Interview T = Task
Qualifications		
A-C or above in GCSE English and Maths, or equivalent.	E	A/I
Experience		
Experience of providing administrative support in an office environment.	E	A/I
Experience of working with students/young people in a supervisory manner.	E	A/I
Experience of working with students/young people in a serious, calm manner, whilst also demonstrating care and compassion.	E	A/I
Skills & Abilities		
Good ICT skills and proficient in the use of Microsoft Office applications.	E	A/I/T
Excellent communication skills, both verbal and written.	E	A/I/T
Excellent organisational skills and the ability to prioritise effectively.	E	A/I
The ability to work both independently and within a team.	E	A/I
Knowledge and Understanding		
An understanding of working in education.	D	A/I
An understanding of the importance of safeguarding of young people.	E	A/I
Personal Attributes		
Willing to learn new skills.	E	A/I
Friendly and approachable.	E	A/I
Committed to equal opportunities.	E	A/I

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.



We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.

STAFF BENEFITS

- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity /Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit
- Eye care scheme
- Professional and fit for purposeworking environments



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against.This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce anygender pay gaps.