



RAINEY ENDOWED SCHOOL

# **Study Supervisor**

**Part-time**

**Fixed term (September 26 to May 27)**



# Principal's Message



Thank you for your interest in joining the sixth form team as Study Supervisor (part time) of Rainey Endowed School.

Rainey Endowed is a wonderful school where our pupils are not only academically successful but develop individually as successful learners, confident individuals and responsible citizens.

Our academic outcomes place us frequently in the top 10 Northern Ireland Grammar and top 50 UK state schools. However, our school is much more than just about results.

Relationships between staff, pupils and parents are excellent. Our staff work extremely hard to deliver wrap around pastoral care and outstanding teaching and learning; it is this commitment to pastoral and academic fusion that defines what we are: a school committed to excellence where our pupils are at the centre of everything that we do, and who are encouraged to be the best version of themselves and succeed.

We aim to equip our young people with life skills and key values of compassion, resilience, responsibility and respect, ensuring that they enjoy a positive and enriching school experience that prepares them for happy and successful lives at school and in their future career.

In keeping with our founder, Hugh Rainey's vision, we are proud of our pupils. Pupils are encouraged to participate in a wide range of extra-curricular activities including choir, orchestra, hockey, rugby, football, swimming, golf, athletics, netball and gymnastics. This is strengthened further by a wide offering of lunchtime clubs for pupils to participate in: chess, debating, craft, and cookery among many others. We encourage and embrace pupil leadership, whether it be as a well-being mentor for autism ambassador, or as a subject mentor, a member of the school community group, a pastoral mentor or a member of the Heads of School and sixth form committees.

Rainey Endowed School is diverse, well balanced and a genuinely nice place to work. However, we are ambitious and are dedicated to continuous improvement to maintain the highest standards for the benefit of our entire school community. Above all, Rainey Endowed School is a caring school: we care for our pupils, for one another, for our school and community.

We are proud of all that we do but know that we can still get better, though self-reflection and encouraging each other to be first class versions of ourselves and succeed.

Best regards,

A handwritten signature in black ink, appearing to read 'D M McCullough', written in a cursive style.

Mr D M McCullough  
Principal

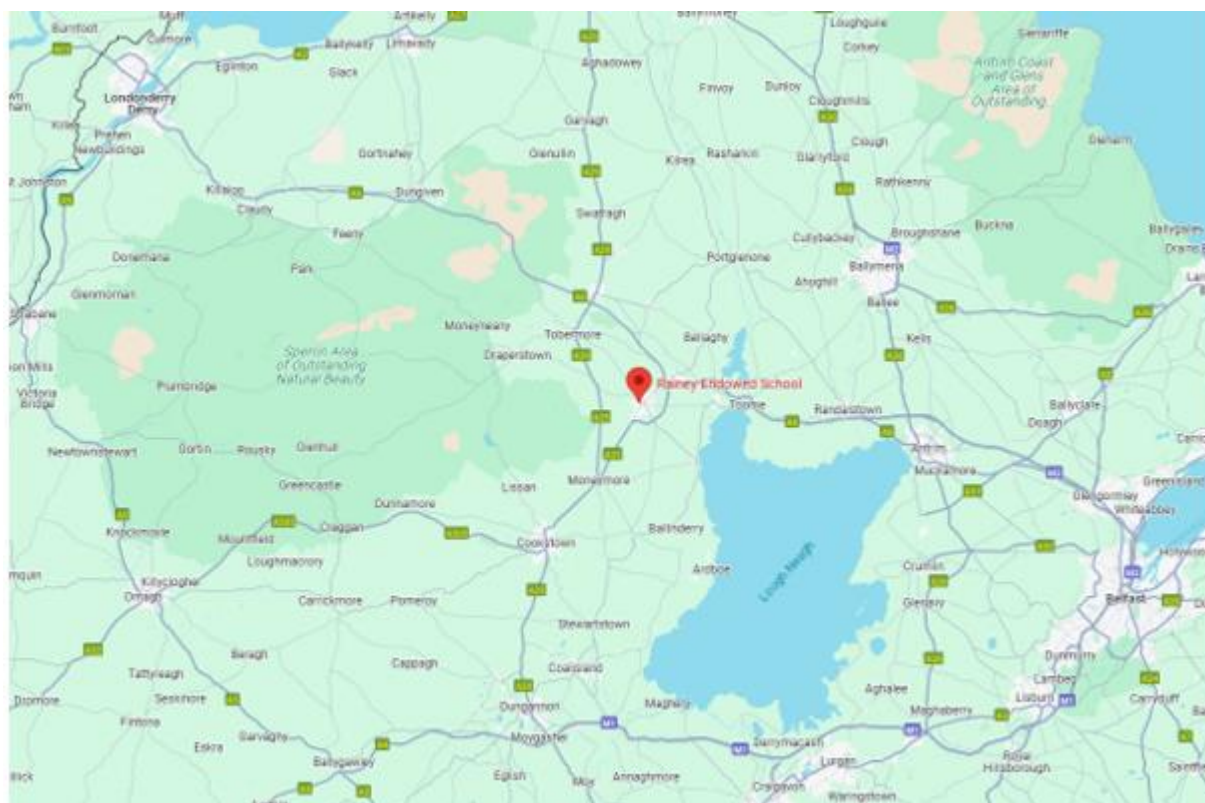
## Benefits of Working at Rainey Endowed School

The opportunity to:

- Work in a high performing school that is extremely well regarded for all of its positive work within the wider community and beyond
- Teach respectful, bright and positive pupils with supportive parents
- Shape and contribute to a forward thinking supportive and motivated community
- Be involved in the wide-ranging extra-curricular activities, enrichment and pupil leadership programmes

Benefits include:

- Comprehensive induction programme and continued professional development opportunities
- An excellent working environment with a staff laptop and dedicated IT support and training.
- Medical/healthcare package
- Well-being activities
- Access to a private and confidential staff counselling service
- Active staffing committee
- Membership of staff fitness centre
- Career progression opportunities



## RAINEY ENDOWED SCHOOL

|                             |                                                           |
|-----------------------------|-----------------------------------------------------------|
| <b>Job Title</b>            | Study Supervisor                                          |
| <b>Status</b>               | Fixed Term: September 2026 to May 2027                    |
| <b>Hours</b>                | 5.75 hours per week (one day per week)                    |
| <b>Rate of Pay</b>          | NJC 11-14 (£28,142 - £29,540, pro rata)                   |
| <b>Working Arrangements</b> | To work one day per week during school term (to May 2026) |
| <b>Responsible to</b>       | Vice Principal via Heads of Sixth Form                    |
| <b>Commencement</b>         | 1 September 2026, or as soon as possible thereafter       |

### **School Mission Statement:**

Rainey Endowed School (RES) is a caring school, committed to excellence in all areas of its service to the local community with a desire to educate its pupils to be global citizens of the 21<sup>st</sup> Century. In connection with all staff, the Study Supervisor will play a vital role in supporting our pupils to become: Successful Learners, Confident Individuals and Responsible Citizens.

### **Job Purpose:**

To provide supervision of pupils in the study centre, creating conditions that are conducive to study whilst fostering an excellent pastoral environment for users. To lend administrative support to the Heads of Sixth Form, as requested.

### **MAIN DUTIES AND RESPONSIBILITIES:**

**Under the direction of the designated line manager the post holder will be responsible for the following in accordance with appropriate regulations:**

#### **1. PUPIL SUPERVISION**

- 1.1 Supervise sixth form pupils during their study periods, pupils in Years 8-12 that require cover, and examinations as required
- 1.2 Maintain a quiet academic environment in which to study
- 1.3 Maintain and advise on the mechanisms to improve the study environment for pupils
- 1.4 Communicate with appropriate teaching staff regarding behaviour of pupils
- 1.5 Inform appropriate teaching staff of absenteeism of pupils from study periods without permission
- 1.6 Ensure pupils maintain a tidy work environment and report any damage

#### **2. EQUIPMENT**

- 2.1 Maintain an accurate inventory of school equipment allocated to study areas
- 2.2 Collect, clean and store equipment in designated storage areas. Ensure items are maintained in a state of 'ready for use'
- 2.3 Ensure that mandatory and/or statutory checks equipment are carried out by qualified personnel
- 2.4 Inform designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items
- 2.5 Ensure that no unauthorised person has unsupervised access to equipment and materials
- 2.6 Advise on health and safety issues in relation to the use of equipment

### **3. ADMINISTRATION**

- 3.1 Operation of manual and/or computerised systems in relation to administrative tasks allocated to the area of work
- 3.2 Assist in school administration, as required
- 3.3 Provide administrative support to the Heads of Sixth Form
- 3.4 On staff development days, assist in the school library

### **4. OTHER DUTIES**

- 4.1 Support all staff in ensuring the general safety of pupils
- 4.2 Assist with evacuation in emergencies
- 4.3 Assisting with hospitality at meetings and school functions
- 4.4 Participate in any relevant training, as required
- 4.5 Implement all school policies and procedures
- 4.6 Such other duties as may be assigned within the level of the post

### **5. TRAINING**

Be willing to undertake training in relevant areas of the Job Description

### **Disclosure of Criminal Background**

If you have applied for a post that involves “regulated activity” under the Safeguarding Vulnerable Groups (NI) Order 2007, Rainey Endowed School will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that due to proposals set out in the Department of Education’s Budget, you **WILL** be expected to meet the cost of an Enhanced Disclosure Certificate, which is £32.

**Closing Date:** 14 August 2026

**Applications:** via school website <https://raineyendowed.com/job-vacancies/>

|                       | Criteria                                                                                                                                                                                                              | Essential | Desirable | Assessment method    |          |          |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------|----------|----------|
|                       |                                                                                                                                                                                                                       |           |           | Application <b>A</b> |          |          |
|                       |                                                                                                                                                                                                                       |           |           | Interview <b>I</b>   |          |          |
|                       |                                                                                                                                                                                                                       |           |           | Observation <b>O</b> |          |          |
|                       |                                                                                                                                                                                                                       |           |           | <b>A</b>             | <b>I</b> | <b>O</b> |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>A minimum of 5 GCSEs (Grade A*- C) including English and Mathematics</li> </ul>                                                                                                | ✓         |           | ✓                    |          |          |
|                       | <ul style="list-style-type: none"> <li>Knowledge of school Child Protection and Safeguarding procedures</li> </ul>                                                                                                    |           | ✓         | ✓                    |          |          |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>By the closing date, applicants must have 2 years' experience in a paid capacity of working in an administrative role or role involving the supervision of children</li> </ul> | ✓         |           | ✓                    | ✓        |          |
|                       | <ul style="list-style-type: none"> <li>A minimum of 6 months' experience in a paid capacity of working in an administrative role or a role involving the supervision of children in a school environment</li> </ul>   |           | ✓         | ✓                    |          |          |