



AFTER-SCHOOL SUPERVISOR (SENIOR SCHOOL)

Hours: 14.45 – 18.30, Monday to Friday term time only

Contract Type: Permanent

Location: St Gabriels School, Newbury RG20 9BD

Reporting to: Vice-Principal

About St Gabriel's

We are proud that a St Gabriel's education allows our pupils, from nursery, through Junior and Senior School, to the Sixth Form to move seamlessly on to the next stage of their education with a lifelong intellectual curiosity, the ability to question and challenge and a confidence and belief in their ability.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey.

Providing an exceptional educational experience for children of families within and surrounding the Newbury area has always been our focus. In the last decade, we have successfully established the St Gabriel's Nursery and extended the co-educational offering of our Junior School to the Senior School.

Job Purpose

- To supervise and support pupils during after school homework club
- To promote academic achievement and support pupils with set homework tasks
- To aid the pupil/s to learn as effectively as possible

Objectives

- To promote positive behaviour amongst pupils at all times
- To provide a safe, supportive environment where pupils can gain assistance with their studies
- To establish a supportive relationship with the pupil/s concerned

Principal Areas of Responsibility

- Supervise pupils doing homework
- Ensure pupils have support, guidance and a good working atmosphere for completion of homework
- Helping pupil/s to concentrate on and finish work set
- Follow the school first-aid procedures
- Bringing unsafe issues to the attention of the Vice Principal or SLT Duty person immediately
- Ensuring the school's equal opportunities policy is adhered to at all times
- Maintaining communication with the Vice Principal/ SLT Duty person concerning appropriate or inappropriate behaviour, accidents or incidents

Personal Specification

- Able to motivate and encourage pupils
- Confidence, creativity and high standards of conduct
- Awareness of the Health and Safety of the pupils
- Ability to communicate effectively with parents, carers and other professionals

- Ability to work as part of a team, reliable, good time keeper, patient and caring

Careers at St Gabriel's:

St Gabriel's is a thriving independent school that values its staff as much as its students. As an employer, we are committed to providing a positive, supportive, and inclusive working environment where people are recognised and rewarded for their contribution. We believe in creating the conditions for colleagues to do their best work, with professional opportunities to grow, family-friendly working arrangements, and a strong sense of community. Our location in Newbury makes the school accessible by good transport links, with the added convenience of free on-site parking. In addition to a competitive salary, staff enjoy a range of benefits including:

- A generous, enhanced pension scheme
- Access to an extensive discounts platform
- 4/7 online GP and nurse practitioner support
- Free annual flu jab
- Ultimate Activity Club discounts for children

How to apply

To apply for the role please complete the School's Application form and send this to hr@stgabriels.co.uk

Closing date: 9:00am on Monday, 6 October 2025.

Applications will be considered as they are received and candidates may be invited for interview at any stage. Early applications are warmly encouraged.

This role will commence as soon as possible.