



The Royal Belfast Academical Institution

**APPOINTMENT OF
SIXTH FORM PRIVATE STUDY SUPERVISOR
PART-TIME**

The Royal Belfast Academical Institution is an academically selective School for boys aged 11-18. The foundation stone of RBAI was laid in 1810 by George Augustus Chichester, 2nd Marquis of Donegall, and RBAI was formally opened on 1st February 1814. The School has grown and developed to become one of the leading Grammar Schools in the United Kingdom, with over 1000 pupils in the Main School and around 150 in the Preparatory Department, Inchmarlo.

At RBAI we provide a broad, balanced and progressive curriculum, throughout the School. The Revised KS3 Curriculum is embedded into departments and through cross curricular initiatives, with the Learning for Life and Work programme providing an excellent pastoral foundation for academic achievement. GCSEs are offered in over 25 subjects, including Computer Science/ICT, PE, Business Studies, Media Studies, Astronomy, Latin and Further Mathematics. At A-Level pupils will take 3 or 4 A Levels or BTEC equivalents and progress to Higher Education and Apprenticeships.

Our priority is to value the individual and develop the whole person through an evidence-based well-being programme. There are opportunities for every boy to explore his strengths, and to develop effective interpersonal and teamwork skills. The range of extra-curricular opportunities is superb and all the boys are encouraged to use their time positively in extra-curricular activities, and to develop into responsible and caring people. High level Music and Drama productions are organised regularly. Our fixtures list for sport is extensive with significant National and International successes in Rugby, Hockey, Cricket, Water Polo, Swimming, Athletics, Rowing, Table Tennis, Badminton, Cross Country and Fencing. The Combined Cadet Force has been awarded the Annual Event Challenge Trophy 18 years out of the past 21 years, which is a tremendous honour and achievement. There are daily lunchtime and after School clubs, with boys participating in societies ranging from Debating and Public Speaking to Chess, Astronomy and Scouts. There are also School trips within Northern Ireland and the United Kingdom and overseas expeditions; further details are available on the School website, www.rbai.org.uk.

Pastoral support is provided by the form teacher and, where appropriate will involve one of the 6 Housemasters who have responsibility for each of the Houses, to which all boys are allocated. The House system provides an excellent structure for boys to get to know each other and to participate in positive inter-house competitions, fostering excellent inter-personal skills and personal development.

The School occupies an impressive 8-acre site in the centre of Belfast, with modern and specialised facilities. In recent years there has been extensive renovation and refurbishment and the School is extensively equipped with iPads, interactive white boards and Mac computers. In addition to the Main School, the sport facilities at Osborne, Bladon and Shaw's Bridge are amongst the best in the UK, with an International cricket square and synthetic water-based hockey pitch.

RBAI has a well-deserved reputation for excellence in academic and extra-curricular areas of School life. We are committed to giving each boy the opportunities to make the most of his abilities, resources and time, and to gain as complete an education as possible.

JOB DESCRIPTION

Post Title: Sixth Form Private Study Supervisor

(Part-time equivalent 3 days)

Responsible to: Head of Sixth Form and Curriculum Vice Principal

MAIN DUTIES AND RESPONSIBILITIES

1. Supervising Sixth Form pupils during Private Study periods including:
 - Registering pupils
 - Ensuring pupils adhere to standard lesson expectations with regard to uniform, use of ICT, work ethic, etc.
 - Ensuring pupils are engaged in constructive work
 - Taking responsibility for pupils' behaviour.
2. Creating a climate for learning and establishing a working atmosphere.
3. Managing the room/learning environment.
4. Establishing and building relationships with the pupils.
5. Liaising with the Sixth Form Team to discuss concerns or matters arising from individuals.
6. Managing the Private Study IT facilities and supervising the use of IT equipment in the room.
7. Invigilating internal and public examinations under the direction of the Exams Officer and Curriculum VP as appropriate.
8. Admin support for SIMS and pupils' reports.
9. Data processing as required by the Curriculum Vice Principal.

General Notes:

- The post holder must promote and safeguard the welfare of children, young and vulnerable people that they are responsible for, or come into contact with, and the post is subject to an enhanced disclosure check.
- The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Principal.

Essential Criteria

- GCSE or O Level English and Mathematics, Grade C or above
- Experience of supervision/management

Desirable Criteria

- Experience of working with sixth form students, in an educational setting
- Ability to contribute to the extra-curricular life of the school eg Sport, Duke of Edinburgh

REMUNERATION

£14.00 per hour

APPLICATION

An application pack is available on the school website www.rbai.org.uk.

Please send a completed application form, along with the completed Monitoring Form and Pre-Employment Vetting Declaration. Please return your application to the **Principal's PA** at The Royal Belfast Academical Institution, College Square East, Belfast, BT1 6DL or by email to prinsec@rbai.belfast.ni.sch.uk.

The closing date for applications is 12 noon on Monday 19 January 2026. Interviews will be held during the week commencing Monday 2 February 2026.

The School is an Equal Opportunities Employer.