



## Job Description for Study Supervisor

<b>Job Title:</b>	Study Supervisor
<b>Position Level:</b>	Grade 5 (Approximately £12,248 - £12,919 per annum) plus Crawley Weighting 30 hrs, term time only, temporary until 20 <sup>th</sup> July 2018
<b>Reports to:</b>	Fiona Greenwood, Assistant Headteacher

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The role of Study Supervisor is to provide class supervision when a teacher is absent and play an important role in the school cover system.

### Responsibilities

- To communicate the work set by the class teacher to the pupils
- To observe Health and Safety Regulations
- To uphold the School Rules and ethos
- Classroom management
- Mentoring of students as and when required
- Invigilation of examinations
- Accompany staff on school educational visits
- Administrative duties where appropriate
- Break duties when required
- After hours' duties where agreed.

### Duties

- To oversee the using of books and equipment necessary for the lesson.
- To maintain good order in the classroom, adhering to the school's Rewards & Sanctions Policy
- To assist students where necessary, and if possible seeking appropriate assistance or advice
- To oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place
- To ensure the students tidy up and leave the classroom in good order
- To return work etc. to the class teacher and inform him/her of the point reached by the students.
- To report any problems, difficulties, successes etc. to the class teacher via the cover lesson work sheet
- To carry out exam invigilation when required, maintaining the rules set out by external examination boards and in house regulators
- To accompany staff on school educational visits and work under the direction of the trip organiser
- Where agreed, to supervise 'after school hours' study sessions/duties
- Administrative duties will be allocated as appropriate

**The content and reporting lines may, in consultation with the employee, be reviewed because duties change over time and the job description needs to reflect these changes**



## Study Supervisor Personal Specification

### **Knowledge and Skills:**

**Communication:** Good written and oral Communication Skills

**Organisation:** Excellent time management & effective organisational skills

**Experience:** Experience of working in a school or with young people would be an advantage, as would any supervisory experience

**Qualification:** Basic Literacy and numeracy

**Personal Qualities:** The Study Supervisor must be able to offer a firm but friendly approach and be self-confident in dealing with dealing with young people. Good interpersonal and communication skills are essential.

Applicants should complete the Application Form and supply a separate supporting statement. This statement should include a brief outline of previous experience as well as particular interests or involvement in education. Please include any other personal interests/activities and additional information, which may support your application. Applicants should also note that references will be taken up prior to being called for interview.

**St Wilfrid's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**