



Job Description for Study Supervisor

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

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.