



# Felpham Community College

## Job Description

### Study Supervisor

<b>Core purpose:</b>	A study supervisor is employed to supervise whole classes during the short-term absence of a teacher, maintaining good order and keeping students on task
<b>Reporting to:</b>	Cover Manager
<b>Hours</b>	32.5 hours per week, term time only
<b>Grade</b>	4 (SCP14-16) pro-rata
<b>Grievance Officer</b>	Headteacher

#### **Purpose:**

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the college's policies and procedures.

#### **Responsibilities:**

- To register each class according to college policy.
- To communicate to the students the classwork and homework (if applicable) as set by the absent teacher (or curriculum leader).
- To supervise work that has been set by the absent teacher and monitor student progress, giving assistance to the class or individuals as required.
- To ensure resources (books, equipment, work sheets, other teaching materials etc) are distributed where appropriate, noting the number issued.
- To ensure a constructive working environment by managing the behaviour of students whilst they are undertaking the work and maintaining classroom discipline according to the college behaviour policy.
- To deal with any immediate problems or emergencies according to the college's policies and procedures.
- To collect any resources and completed work at the end of the lesson and return these to the appropriate teacher/location.
- To leave the classroom tidy and in good order.
- To report back on progress made by the students during the lesson.
- To report back, as appropriate, on the behaviour of students during the lesson and any issues arising from it, using the college's agreed referral procedures.
- To observe health and safety regulations.

#### **Associated tasks:**

- Invigilation of examinations.
- Accompanying staff on educational visits.
- Assistance with administration.
- Registration of tutor groups when required.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Criminal Records Bureau before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.

PERSON SPECIFICATION - STUDY SUPERVISOR

<u>Attributes</u>	Essential	Desirable
<b>Physical make up</b>	Professional appearance, conduct and demeanour	
<b>Attainment</b>	Excellent organisation skills Proven management skills	First Aid qualification
<b>General intelligence</b>	Able to take initiative and to develop a flexible approach Possess common sense, have a practical and mature attitude	
<b>Disposition</b>	Experience of/enjoys working with young people Excellent communication skills and the ability to handle confidential issues sensitively Capacity to work as member of a team as well as to work independently Professional manner Enthusiastic Reliable and hard working Ability to motivate/negotiate Tact, diplomacy and sensitivity Calm manner	
<b>Circumstances</b>	Proven record of attendance and punctuality	Current CRB Enhanced Disclosure Experience of working in a (secondary) school environment

## FURTHER INFORMATION

<b>Probationary period</b>	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
<b>Notice period</b>	During the six months probationary period - one week, four weeks thereafter.
<b>Salary</b>	Paid on 24 <sup>th</sup> of every month into a bank account, except in December when payment is made earlier.
<b>Increments</b>	All increments are subject to satisfactory performance. If starting between 1 <sup>st</sup> April and 30 <sup>th</sup> September the increment will be on 1 <sup>st</sup> April the following year. If starting between 1 <sup>st</sup> October and 31 <sup>st</sup> March the increment will be 6 calendar months after the date of commencement and then 1 <sup>st</sup> April until the top of the scale is reached.
<b>Pension</b>	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The college contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
<b>Other details</b>	All offers of employment are subject to references that are satisfactory to the college, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The college will need to see the <b>originals</b> of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, ie marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.