

STUDY SUPERVISOR

Job Title: Study Supervisor

Responsible to: The Headteacher
Assistant Headteacher – Staff Matters

Salary: Grade 5 (£18672 - £19446) pro rata

Hours: 5 days per week term time only 8.20am-3.20pm (30 hours)

This job description will be reviewed annually and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

OVERALL RESPONSIBILITIES

The Study Supervisor will be responsible for:

Effective classroom supervision and communicating study requirements, when a teacher is absent

Associate Form tutor for vertical tutor group

The provision of additional supervision for off-site visits by students

Assisting with lunch time supervision duties

KEY ACCOUNTABILITIES

Classroom Study Supervision	<ul style="list-style-type: none"> • Following the instructions set by the teacher • Communicating to the students the class work and Independent Learning set by the teacher for the students • Making full use of the resources available (books, equipment, work sheets, other teaching materials) • Motivating students to complete the tasks set and promoting active learning • Classroom management and organisation, including health and safety • Behaviour management duties as required
Inclusion Zone	<ul style="list-style-type: none"> • Supervision of students in Inclusion Zone • Up-holding school policy and promoting active learning
Form Tutor for Vertical Tutor Group	<ul style="list-style-type: none"> • Associate Tutor for a Vertical Tutor Group (approx 24 students) • Supporting the delivery of a programme of PSHE within Vertical Tutor Group • Pastoral care and mentoring of students within Vertical Tutor Group

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	<ul style="list-style-type: none"> • Home –School contact with students and parents/carers • Contributing to Academic Review Days (twice yearly) • Contributing to written annual year group tutor reports • Contributing to Year 7 Induction /Progress evenings/Induction Evening • Contributing to Year 11 College References
Behaviour Management Academic Achievement	<ul style="list-style-type: none"> • Home School Contact re challenging students / advising of successes • Setting, supervising and recording after school sanctions • student Support- liaising with Inclusion Team for students with SEND • KS4 individual mentoring of potential underachievers
Maintaining Accurate Records	<ul style="list-style-type: none"> • SIMS- record all Achievement and Behaviour incidents to maintain up to date student information • Undertake class covered and tutor group registrations • Record details of all Home/School contact • Promote use of specific computer network (M drive) for recording and access of work set by absent teachers, to facilitate a uniform approach to access and delivery of said work
Staff Support	<ul style="list-style-type: none"> • Working as a member of the Study Supervisor team • Support and delivery of induction programme for new Study Supervisors
Educational Visits	<ul style="list-style-type: none"> • Supervising students on school trips as part of a team, including health and safety requirements
Other duties as required	<ul style="list-style-type: none"> • Assist the Inclusion team in the classroom when cover is light, as directed by the Director of Inclusion • Carrying out such tasks as may reasonably be requested by the Headteacher