

## **Job Title: Study Supervisor**

**Grade: 4**

**Accountable to: Operational Logistics Manager**

**Hours: 32.5per week term time only**

### **Purpose**

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short term absence of a classroom teacher. The primary focus is to maintain order in the classroom and to keep pupils on task.

Some invigilation of exams is also expected, as well as supervision of small groups of students on educational visits under the direction of the designated group leader.

### **Key Accountabilities**

**The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the school, but accountabilities will include (or be equivalent in nature to) those listed below:**

- Supervise pre-prepared activities and self directed learning in the short term planned/unplanned absence of teachers, providing continuity of learning for pupils
- Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
- Manage the behaviour of pupils whilst they are undertaking work
- Keep an accurate class register using the bespoke IT system to record data
- Deal with any immediate issues or emergencies in accordance with the college's policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Provide exam invigilation as required
- Supervise small groups of students in educational visits under the direction of the designated group leader
- Engage in training and development activities, which support personal development and enhance the work of the school.
- Undertake other duties commensurate with the grade of the post as may be reasonably required

## **Role: Study Supervisor**

### **Person Specification**

#### **Level of Knowledge**

- Knowledge of behaviour training techniques
- Knowledge of procedures for supervising prepared activities
- Evidence of a good standard of numeracy, literacy and ICT skills

#### **Qualifications**

- Working at or towards national occupational standards in Support Teaching and Learning at level 3
- NVQ level 3 or equivalent in subject relevant to post
- Specialist training in behaviour management techniques (not essential)

#### **Experience**

- Experience of providing classroom support
- Experience of resolving problems in relation to pre-prepared learning activities and pupil behaviour
- Experience of using bespoke computerised student data recording software

#### **Skills**

- Ability to use initiative to resolve problems within the classroom
- Good communication and interpersonal skills to work with faculty teams, managers, teachers, parents, and students
- Ability to work under pressure, dealing with changing priorities and competing demands
- Ability to deal with emotionally demanding behaviours and situations

#### **Competencies**

- Evidence of personal and professional development through work related experience.