

Job description

Study Supervisor

Role

To supervise learning in the classroom in the absence of the allocated teacher. To deliver learning objectives as described by the teacher in the school Lesson Cover Schedule. To work within the Workforce Remodelling agenda in respect of limiting teacher cover to 38 periods per year.

Responsible to: Assistant Headteacher – Staffing
Senior Study Supervisor

Long term

- Ensuring consistency of standards within the classroom in line with school policies

Operational

- Covering for short term absence of teachers
- Work within the school guidelines on rewards & sanctions
- Examination invigilation as directed by the Senior Study Supervisor
- Providing adults other than teachers for school visits and events.

With Senior Study Supervisor

- Work under the direction of the Senior Study Supervisor who organizes day to day cover allocations
- To carry out other professional duties under the reasonable direction of the Senior Study Supervisor

How to fulfil the role

In order to fulfil this role effectively, the following qualities and characteristics are required:

Initiative

- *Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics*
- *Thinks and acts ahead*
- *Seizes opportunities and sorts out problems*

Relating to others

- *Team working: the ability to work with others to achieve shared goals.*
- *Support and endorse the school's Christian ethos*
- *Maintain a sense of humour*
- *Be a good communicator and have sound organizational skills*

Reflecting

- *Reflect on personal and professional development*
- *Be aware of your own skills of self-management as regards time, prioritising workload and achieving a work/life balance*

Grade 4: Term Time only
Hours: 27.5 hours per week + 5 INSET days
Last reviewed: 18 January 2016

The school is committed to safeguarding and promoting the welfare of children and young people

The Board of Directors of Bishop Luffa School is dedicated to promoting equality and fairness. Your job application will be assessed on merit and you will receive equal treatment regardless of your gender, age, disability or ethnic origin.