



Job Description Study Supervisor

Post: Study Supervisor - (Maternity Cover)

Salary Range: Grade 6 (SCP15 to 25) 30 hours per week – 39 weeks per year

Responsible to: Principal, under the day to day management and leadership of the Vice Principal.

Core Purpose:

To supervise classes of teachers who may be in meetings; leading or participating in professional development or for a teacher who is absent due to illness.

Main Duties

- To supervise the classes or tutor groups of teachers at meetings, professional development activities or with short term illness.
- To explain clearly to students the work set by the teacher and to help students with their work whilst following the behaviour for learning policy.
- To ensure there is a prompt and orderly start to the lesson and students are dismissed according to the school policy.
- To liaise closely with the Subject Leaders, Leadership Team members and Cover Co-ordinator who assign classes to ensure maximum continuity of learning for students.
- To assist class or subject teachers with the delivery of learning activities by providing relevant support to individuals or to small groups of students either within the classroom or in other appropriate settings, including out of school visits.
- To provide support in the classroom with a teacher or other activities around the school, school display and other administrative activities at times when no cover, supervision or invigilation is required.
- To assist with the compilation of an appropriate bank of cover work.
- To undertake administrative or clerical tasks relating to classroom resource, student records or other relevant purpose.
- To be involved in examination invigilation duties as required.
- To attend training as required.
- To carry out any additional or alternative duties commensurate with the grade at the discretion of the Principal.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

Person Specification for Study Supervisor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs or equivalent at A*-C grade including English and Mathematics 	<ul style="list-style-type: none"> Post 16 educational qualifications
Knowledge and experience	<ul style="list-style-type: none"> Recent experience of working in a school and/or with young people. Experience and proven ability to use a variety of computer applications, in particular Microsoft Office. 	<ul style="list-style-type: none"> Experience of working in a secondary school
Skills	<ul style="list-style-type: none"> Ability to relate to and work with young people Ability to set and maintain high standards Ability to safely manage classroom activities, the physical learning space and classroom resources Ability to prioritise tasks, manage time effectively and meet deadlines Ability to cope with the pressure of a fragmented day 	
Personal qualities and attributes	<ul style="list-style-type: none"> Proven interpersonal and communication skills to deal effectively with staff, students, parents and outside agencies, in person, in writing and on the telephone. Ability to develop and maintain effective working relationships. Discrete and considerate when dealing with sensitive and confidential matters. Proven ability to work on own initiative and make decisions. Ability to work as an effective member of a team. Excellent organisational skills. Ability to adapt to new situations 	
Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> Support the Academy's ethos and aims Commitment to equal opportunities Commitment to safeguarding students 	