**Study Supervisor**

**Job Description**

The post holder will need to very flexible. Study supervisors work with and are supported by the teaching staff across the school.

* Supervise, instruct and deliver learning activities set by teachers for groups of students or classes as required.
* Supervise registration groups and assemblies as required
* To assist with the development of learning activities and resources for groups of students and classes as directed by teachers.
* Be assigned to PSHE activities. special activities, residential trips, work experience, educational visits as required
* Organise and supervise pre-school, lunch activities, after school clubs as required.
* Assist with the preparation and differentiation of materials for groups of students working with assigned teachers
* As required copy learning resources and activities for groups of students and classes
* Provide feedback to teachers on learning of students
* Follow all frameworks for discipline and behaviour management, with Heads of Department.
* Attend professional development, training days and department meetings as required.
* Exam invigilation, isolation room cover and some general clerical/admin work.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**Hours:** 32.5 hours per week (term time only) Band 3 Whole Range

**Person Specification**

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| **Experience** | * Experience working with children of relevant age in a learning environment |
| **Qualifications/**  **Training** | * Numeracy/literacy skills – equivalent to at least NVQ Level 2 in English and Maths |
| **Knowledge/Skills** | * Can use ICT effectively to support learning * Full working knowledge of relevant policies/codes of practice/legislation * Working knowledge and experience of implementing national curriculum and other relevant learning programmes * Good understanding of child development and learning processes * Constantly improving own practice/knowledge through self-evaluation and learning from others * Ability to relate well to children and adults * Understand classroom roles and responsibilities and your own position within these * Ability to apply behaviour management policies and strategies which contribute to purposeful learning environment * First Aid training (which will be provided if necessary) |
| **Aptitudes** | * Work effectively as part of a team and contribute to group   planning.   * Effective time management * Build rapport with adults and children * To be flexible * Ability to follow instructions accurately * Use own initiative and work independently * Excellent communication skills with adults and children, verbally and in writing * Creative approach to problem solving * Ability to adapt quickly and effectively to changing circumstances/situations * Work calmly under pressure * Committed to personal and professional development * Ability to critically evaluate own performance * Awareness of, and commitment to, equalities issues * Ability to record and assess student progress/performance etc |

Line managed by Hr Administrator

Ref JD/study sup/Cs/2017