**Job description**

**Independent Study Room (ISR) Supervisor**

**Christ the King Catholic Voluntary Academy**

**Job purpose**

This postholder will be responsible for ensuring ISR users take advantage of learning opportunities at all times, behave appropriately and respect property, learning materials, staff and other students.

**Specific responsibilities**

The postholder will:

1. Liaise with DoLs to ensure that high quality materials to enable learning are provided and updated regularly. Resources should be available for every subject, year group and ability range, and should include appropriate learning materials to help all groups, e.g. EAL students and those with special educational needs.
2. Ensure resources in the room are maintained to a high standard, reporting any breakages/damage promptly. Hold a secure store of basic stationery, e.g. pens, paper etc.
3. Arrange for informative, attractive and up to date display materials to facilitate learning. Ensure these are updated regularly and cover the full range of subjects/age range.
4. Ensure that work completed is returned to the class teacher for marking and assessment.
5. Supervise and assist students in using the ISR resources to their best advantage and ensure that set work is completed. Monitor ICT facilities to ensure appropriate use.
6. Respond to students about the work, as appropriate and give support and guidance to those with particular barriers to learning.
7. Ensure that students referred to the ISR behave according to the Academy behaviour management policy and that they spend their time in there engaged in appropriate learning activities.
8. Contact parents when a referral has taken place, noting reason and answering queries.
9. Ensure Inclusion team are notified when a student with a key worker has been referred.
10. Record data on ISR referrals, produce behaviour reports for tutors, DoLs and Achievement Leaders and analyse data to detect trend patterns using the SIMS.net system. Devise, where appropriate, additional tracking systems for monitoring and evaluating the work of the unit.

**Skills and abilities**

The postholder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

1. Work on own initiative and to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner.
2. Learn new skills and expand current skill set and to be able to pass on knowledge and techniques to others.
3. Demonstrate good general interpersonal and communication skills.
4. Deal with conflicting demands and work flexibly.

**Whole Academy responsibilities**

1. Be a positive influence on the climate and culture of the Academy and show a positive example at all times.
2. Support the catholic ethos of the Academy.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc reporting all concerns to line manager.
4. Be aware of and support difference and ensure equal opportunities for all.
5. Contribute to the overall aims of the Academy.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training and other learning activities and performance development as required.
9. Recognise own strengths and areas of expertise and use these to advise and support others.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*