

# Bishop Ramsey CE School

## Study Supervisor

### Job Description



<b>Job Title</b>	Study Supervisor
<b>Grade</b>	Scale 4
<b>Immediate Supervisor</b>	Study Supervisor
<b>Contacts</b>	<b>Internal</b> All teaching and support staff, students

#### Main Purpose of the Post

To provide supervision of classes for short term teacher absence. You will be working in a computer room.

#### KEY TASKS

To supervise a class of students when the timetabled member of the teaching staff is absent, as directed by the Personnel Director.

To collect work for absent colleagues and if necessary, liaise with the appropriate Head of Department.

Supervise entry into class, registration and to dismiss students in an orderly manner at the end of a lesson.

To explain the work set and facilitate the learning in the room, ensuring students are engaged and on task.

To make full use of the resources available (e-learning, books, worksheets and other teaching materials).

To utilise the full range of school strategies, both praise and sanctions, in support and promotion of appropriate behaviour for learning.

To provide feedback for the teacher (if this has been requested) indicating what tasks have been completed by the students, any issues which arose and any action taken.

To assist in the sourcing and collation of resources.

To help students with the organisation of the work set and the materials and resources provided.

To ensure an orderly start and finish to the lesson.

To work within the school's guidelines for rewards and sanctions.

If not required for cover at a particular time, to work as directed by the Senior Study Supervisor (eg, working with small groups, organisation tasks, administration tasks, etc).

To invigilate both external and internal examinations as directed either as part of a team or on your own.

To carry out a range of administration tasks as directed by the Personnel Manager.

PERSON SPECIFICATION					
CRITERIA	Essential / Desirable			Assessed by application / interview process	
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QUALIFICATIONS AND REQUIREMENTS					
GCSEs in English and Mathematics, minimum grade C (or equivalent)	√			√	
EXPERIENCE					
Experiences which have provided a preparation for this post	√			√	√
Administrative experience		√		√	√
KNOWLEDGE AND SKILLS					
Some knowledge of the working of a large comprehensive school	√				√
Behaviour Management strategies for dealing with a class of students.	√			√	√
Willingness to undertaken any training necessary for the smooth introduction to the post and then for its continued effectiveness.	√				√
Proficient in the use of Word and Excel to carry out the tasks required.	√				√
Familiarity with various educational software packages, e.g. Show my Homework, My Maths, Kerboodle etc.		√			√
PERSONAL QUALITIES					
Willingness to undertake training as an introduction to the post, and its continued effectiveness	√				√
Enthusiasm and commitment to the best interest of the students.	√			√	√
Good interpersonal skills and the ability to communicate well with both adults and students	√			√	√
Calm disposition, resilience and ability to work under pressure	√				√
The ability to be assertive but fair in all dealings with students	√				√
Sense of humour		√			√
SPECIAL REQUIREMENTS					
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	√			√	√

***Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.***

