



# **BISHOP VESEY'S GRAMMAR SCHOOL**

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Study Support Supervisor – fixed term</b>
<b>Grade:</b>	<b>APT&amp;C SCALE 4 spinal points 7-11 pro-rata</b>
<b>Working hours:</b>	<b>36.50 hours full time during term time</b>
<b>Reporting to:</b>	<b>Deputy Headteacher in charge of Key Stage 4</b>

### **1.0 JOB PURPOSE**

- 1.1 To manage supervised study sessions and the inclusion room for years 7-11.
- 1.2 Where possible, to supervise students on afternoon games sessions.

### **2.0 DUTIES AND RESPONSIBILITIES**

- 2.1 To provide a positive conducive, safe learning environment encouraging high standards and working relationships.
- 2.2 To manage students in supervised study sessions.
- 2.3 To supervise students in years 7-11 in the inclusion room.
- 2.4 To supervise students during afternoon games sessions.
- 2.5 To be aware of particular students' specific needs as identified in IEP's.
- 2.6 Supervision of entry and departure of students.
- 2.7 Reporting back as appropriate using the agreed referral procedures of the school on the behaviour of students during the session and for any other issue arising.
- 2.8 Dealing with any immediate problems or emergencies according to the policies and procedures of the school.
- 2.9 Represent the school in a manner consistent with its ethos and values.
- 2.9 Contribute to school development through identified communication and consultation channels.
- 2.11 To respect the confidential nature of information relating to the school and students.
- 2.12 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people you are responsible for or come into contact with.
- 2.13 Ensure all tasks are carried out in compliance with health & safety policy and procedures.

- 2.14 Ensure all tasks are carried out in compliance with all other school policies and procedures including the Equality & Diversity Policy, Staff Code of Conduct, Use of Social Media and Data Protection policies and legislation.
- 2.15 Undertake appropriate professional development including adhering to the principles of performance development.
- 2.16 Develop professional and productive relationships with colleagues and stakeholders.
- 2.17 Adhere and promote the ethos of the school:  
- Promote the agreed vision and aims of the school  
- Set an example of personal integrity and professionalism  
- Attend staff meetings and school events as appropriate.
- 2.18 Undertake any other duties commensurate with the grade to ensure the smooth running of the school.

### **3.0 SUPERVISION RECEIVED**

- 3.1 SUPERVISING OFFICER: Deputy Headteacher i/c KS4.
- 3.2 LEVEL OF SUPERVISION: Plan own work within established guidelines subject to scrutiny by Line Manager.

### **4.0 PROBATIONARY PERIOD**

The post is subject to completion of a satisfactory probationary period of 26 weeks for new staff to the school.

Signed by employee:

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Date:

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Signed: Headteacher

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Date:

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Updated DECEMBER 2021

