

## **ROLE SPECIFICATION**

**JOB TITLE:** Study Supervisor  
**RESPONSIBLE TO:** SENCO and Library Manager

### **Context**

Winstanley College employs approximately 200 staff and has approximately 2000+ students, primarily studying A-Level courses.

### **Key Responsibilities/Main Duties**

The position of the study room supervisor will be to ensure that the two study rooms on the A corridor are supervised at all times and a productive and studious atmosphere is maintained.

### **Key Responsibilities**

- Ownership and development of a particular administrative function or functions.

### **Specific Tasks**

- To ensure students using the two rooms are signed in.
- To ensure that a studious/silent atmosphere is maintained in the rooms and student behaviour meets that outlined in the student contract.
- To solve, where possible, student IT queries such as password resetting.
- To build a positive rapport with the students and encourage them to use the space and their time effectively.

### **Skills, Knowledge and Experience**

- In depth knowledge of administrative processes and systems.
- The role requires a level 2 qualification in English.

### **Performance**

- Completion of specific tasks and efficient delivery of agreed admin functions to required deadlines and to agreed standards.

### **General**

- To be responsible, while at work, for ensuring that reasonable care is taken for one's own health and safety and also for the health and safety of others.
- To be responsible and take ownership for one's continuous personal development, undertaking relevant training as and when appropriate, including appropriate Health and Safety training.

## **Terms and Conditions**

**Hours of work: 8:30-4:30 Monday-Friday term time only**

This post is fixed term until 10 July 2020

Salary: Point 15, £16,500  
(Actual: £14,174 per annum)

There is a contributory Occupational Pension Scheme and other Sixth Form Colleges' terms and conditions accompany this position.