

Felpham Community College

Job Description

Study Supervisor



Core purpose:	To supervise whole classes during the absence of a teacher, maintaining good order and ensuring the students make progress in the lesson.
Reporting to:	Assistant Headteacher
Hours	31.25 hours per week, term time only, 8:15am – 3pm (Mon -Fri) & (30 mins lunchbreak - unpaid)
Grade:	Grade 6 (scp 9 - 12)
Grievance Officer	Headteacher

Responsibilities:

Study Supervisor

- Register each class according to school policy
- Communicate to the students the classwork and homework (if applicable) as set by the absent teacher (or curriculum leader)
- Supervise work that has been set by the absent teacher and monitor student progress, giving assistance to the class or individuals as required
- Ensure resources (books, equipment, work sheets, other teaching materials etc.) are distributed where appropriate, noting the number issued
- Ensure a constructive working environment by managing the behaviour of students whilst they are undertaking the work and maintaining classroom discipline according to the school behaviour policy
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any resources and completed work at the end of the lesson and return these to the appropriate teacher/location
- Leave the classroom tidy and in good order
- Report back on progress made by the students during the lesson
- Report back, as appropriate, on the behaviour of students during the lesson and any issues arising from it, using the school's agreed referral procedures
- Invigilate examinations
- Accompany staff on educational visits
- Assist with administration
- Register tutor groups when required

General

- Undertake general administrative tasks as requested

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the DBS before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.
5. There is a regular and intrinsic requirement to communicate with members of the public.

Person Specification – Study Supervisor

Essential	Desirable
<p>Experience of working with young people</p> <p>Professional conduct and demeanour</p> <p>Excellent organisation skills</p> <p>Work processing skills including MS Office</p> <p>Good attention to detail</p> <p>Proven management skills</p> <p>Able to take initiative and to develop a flexible approach</p> <p>Possess common sense</p> <p>Excellent communication skills and the ability to handle confidential issues sensitively</p> <p>Capacity to work as member of a team as well as to work independently</p> <p>Enthusiastic</p> <p>Reliable and hard working</p> <p>Ability to motivate/negotiate</p> <p>Tact, diplomacy and sensitivity</p> <p>Calm manner</p> <p>Proven record of attendance and punctuality</p>	<p>Current DBS Enhanced Disclosure</p> <p>Experience of working in a (secondary) school environment</p> <p>Knowledge of school MIS system</p> <p>First Aid qualification</p>

Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, four weeks thereafter.
Salary	Paid on 24 th of every month into a bank account, except in December when payment is made earlier.
Increments	<p>All increments are subject to satisfactory performance.</p> <p>If starting between 1st April and 30th September, the increment will be on 1st April the following year.</p> <p>If starting between 1st October and 31st March the increment will be 6 calendar months after the date of commencement and then 1st April until the top of the scale is reached.</p>

Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The school contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
Other details	<p>All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant.</p> <p>The school will need to see the originals of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate.</p> <p>Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.</p>