



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION

Independent Study Supervisor Year 12 & 13

Grade:	NJC4 Scale 9 (FTE £20,903) Pro rata salary; £18,281
Hours:	Monday – Friday, 8.00am – 3.45pm, with one day finishing at 4.00pm. 36.5 hours a week. Term Time only
Responsible to:	Director of Sixth Form
Main Purpose:	<p>To manage students in Years 12 & 13 during their independent study periods.</p> <p>To cover the lessons of absent teachers (where required)</p> <p>To act as a Year 12/13 Form Tutor</p>
Duties and Responsibilities:	<ul style="list-style-type: none"> • Manage students in Years 12 & 13 while they are taking independent study periods, ensuring that students are engaged in purposeful and effective learning. • Taking the independent study register, responding to any problems according to the school's policies and procedures and reporting incidents of inappropriate behaviour to the Director of Sixth Form. • Liaising as necessary over the progress of students with the Pastoral Leaders for Years 12 and 13 and the Director of Sixth Form • Taking the afternoon register for Year 12 and 13 students who do not have a lesson period 5 • Taking the role of a Year 12 or 13 Form Tutor • Covering the lessons of absent teachers communicating to the students, distributing & supervising the work that has been set by the teacher in accordance with the school's policy (where required) • Managing the behaviour of students whilst they are undertaking their work, taking the register and ensuring a constructive and calm environment. • Reporting incidents of inappropriate behaviour to the teacher whose lesson is being covered, and responding to any questions from students about pedagogy or learning but not specific subject content. • Dealing with any immediate problems according to the school's policies and procedures.

	<ul style="list-style-type: none"> • If necessary, during cover lessons, collecting any completed work at the end of the lesson and returning it to the appropriate teacher. • Attend morning briefing for staff.
Generic Responsibilities	<p>All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.</p> <p>All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.</p> <p>Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.</p> <p>All staff must know what to do in the event of the fire alarm sounding.</p> <p>All staff have a responsibility to report potential, or actual health and safety issues, to the school's health and safety officer.</p> <p>All staff are required to follow all agreed school policies and procedures.</p> <p>Staff should at all times set an example of personal integrity and professionalism.</p> <p>Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.</p> <p>Staff should uphold the school ethos, aims and contribute to the development and achievement of the school's strategic and development plans.</p> <p>Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.</p> <p>Staff should attend and participate in meetings as required.</p>

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: Date:.....

Signed Employer: Date:

