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JOB DESCRIPTION

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Job Title: Student Supervisor

Reports to: Director of Sixth Form

Grade: KR6

Working Pattern: Monday and Friday, 9.00 – 15.35 (including 30 min unpaid lunch break)
12 hours per week
39 weeks per year

Place of Work: Bennett Memorial Diocesan School

Purpose of Role:
Manage silent independent learning in such a way that students are able to work in a safe, purposeful and dynamic working environment

Summary of Key Responsibilities:

- Supervising pupils, ensuring they are engaged in their work.
- Helping pupils to become more independent in their learning.
- Establishing trust with pupils, interacting with them according to individual needs.
- Assisting pupils with tasks as needed.
- Creating a safe, positive, supportive learning environment.
- Promoting good behaviour, dealing promptly with conflict and incidents in line with established policies, encouraging pupils to take responsibility for their behaviour.
- Collecting completed work and returning it to the teacher.
- Assisting with the supervision of pupils before and after school and at break times.
- Providing feedback to teachers on pupil's achievement, progress, and if any problems.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibility and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Line Manager or Headteacher. This job description will be reviewed annually and is an integral part of the appraisal and line management process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NAME OF POSTHOLDER:

Signature of Postholder: _____ Date: _____

Signature of Line Manager: _____ Date: _____