



# CROOKHORN COLLEGE

Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

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## JOB DESCRIPTION

### STUDY SUPERVISOR

Contract Hours: 33hrs 33mins (Mon/Weds/Thurs/Fri 08:40 – 16:10 & Fri 08:40-15:45)

Working Weeks: 39 Weeks - Term time only

#### **Overall Function**

To manage classes and support students with work set by the teacher who is absent due to illness, attending meetings or participating in professional development.

In the event of there being no cover required then the study supervisor will be allocated to a class to provide support for a teacher or given other specific tasks to fulfil. At different times in the year there will be an invigilation element to the work to cover internal and external examinations.

#### **Supporting Teaching and the Curriculum**

- Supervise the classes or tutor groups of absent teachers.
- Take the register of students at the start of each lesson.
- Explain clearly to students the work set by the teacher and ensure that the lesson plan is adhered to.
- Ensure the Behaviour Management Policy, Code of Conduct and practices are followed including rewards and sanctions.
- Ensure there is a prompt and orderly start to the lesson and students are dismissed according to the college policy.
- Assist students in the organisation of their work and to ensure the equipment is there.
- Maintain the conditions for the completion of the work as required by the class teacher.
- Attend training as required.
- Collect in work at the end of the lesson and return it as required by the teacher.
- Provide support in the classroom with a teacher or assist in other activities around the college such as: supervision of students in the Inclusion Unit, updating college displays; and carrying out other administrative activities at times when no cover, supervision or invigilation is required.

Other duties as determined appropriate from time to time. The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation.

### **People and Relationships**

- Liaise closely with the Subject Leaders, Leadership Team members and Cover Co-ordinator who assigns classes.
- Oversee dismissal of students at the end of the college day in a designated area.
- Be attached to, and assist with, a curriculum Faculty.

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

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.