



Job Description

Post Title:	Study Supervisor
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Reporting to:	Curriculum Support Manager
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Location:	Curriculum Support Team
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Grade: G5	JE No:
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Overall Purpose of the Post:

To provide classroom supervision for pupils where colleagues are absent from duty.

This post should not be used to cover long-term absence.

Knowledge, skills and experience requirements for the post

KNOWLEDGE & SKILLS

Essential

Behaviour Management skills.
An understanding of the National Curriculum and other basic learning programmes.
Basic understanding of child development and learning.
Ability to relate well with children and adults.
The ability to work as a member of a team.
Child Protection issues.
Health, Safety and Security issues.
Data Protection issues.

Desirable

Use of Technology e.g. ICT.
First Aid.

QUALIFICATIONS

Specialist Teaching Assistant Qualification or equivalent.
Good Numeracy/Literacy skills.

EXPERIENCE

At least one years experience as Teaching Assistant or appropriate relevant experience.

General

All staff working in the Curriculum Support Team are required to work flexibly to provide cover for the priority work of absent colleagues or vacancies. Training for such cover shall be arranged via performance management in advance wherever possible. All such cover work shall be commensurate with the grade of the postholder providing the cover.

Responsibilities and accountabilities

(What the job is expected to achieve)

- To supervise work that has been set in accordance with school policy. To act on own initiative where work has not been set, or is inadequate by providing work.
- To have sole responsibility for the management of pupil behaviour whilst they are undertaking the pre set work.
- To ensure a purposeful and constructive environment in which pupils can complete the work which has been set.
- To respond to any questions from pupils about process and procedure. To often provide subject specific advice, either to the whole class or to individual students as required.
- To encourage pupils to complete the work set and to complete records
- for absent colleagues regarding this work.
- To initiative to deal with any immediate behavioural problems including dealing with incidents in accordance with school policies and strategies.
- To implement strategies to recognise and reward pupil achievement.
- To collect any completed work after the lesson and to return it to the appropriate colleague.
- To report as appropriate on the behaviour of pupils during lessons and on any other relevant issues which may have arisen.
- To collate a bank of supervision work for subjects in liaison with curriculum co-ordinators and to assist with planning learning activities.
- Where appropriate to prepare the classroom for lessons and to clear afterwards.
- To assist pupils in using resources, eg ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.

- Support in lesson time when teacher cover is not required. A support timetable will be created each academic year for this type of occurrence indicating which lessons to support in.
- Carry out other duties commensurate with the grade of the post as directed by Senior Leaders, Academy Business Manager or their representatives.

Responsibility for resources

People

None

Budgets

None

Physical resources

Effective use of learning materials and resources.

Characteristics of the post: (e.g. non standard working arrangements and/or conditions, physical requirements such as lifting, mobility etc.)

The ability to regularly attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

Employment checks required of this post:

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications – see page 1 of this specification.
- Two satisfactory references.
- An Enhanced CRB Disclosure.
- A List 99 check.
- Confirmation of medical fitness for employment.

Date completed: October 2019