



THE NORTON
KNATCHBULL
SCHOOL

JOB DESCRIPTION

STUDY SUPPORT SUPERVISOR (Level 3 TA Apprenticeship)

Job Title: Study Support Supervisor Apprentice
(Level 3 TA Apprenticeship)

Training/Qualifications: Level 3 Teaching Assistant

Salary: Apprenticeship salary

Responsible to: Apprenticeship Leads - HR Manager and Head of Careers

Contractual Hours: 35 hours per week, term time only (38 weeks)

PURPOSE OF JOB:

- To provide high quality cover for lessons, teaching lessons as outlined by absent teachers.
- To supervise whole classes and give instructions for a lesson as provided for by a teacher.
- Promote good behaviour of students and make sure that pupils engage in the learning activity.
- Respond to students' general questions and provide feedback to the teacher.
- Establish rapport and respectful, trusting relationships with students, setting high expectations.
- Adapting lessons and providing support and intervention to support students' progress and development.
- Provide a centralised point of contact for a range of student enquiries in the absence of the Principal First Aider (First Aid training will be provided).

PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of both colleagues and students.
- Capacity and motivation for sustained hard work.
- Strong organisational, interpersonal skills and communication.
- Self-motivated and can act independently on own initiative.
- Passionate commitment to equality of opportunity for all students.
- Works with professionalism and consistently performs to the best of their ability as directed.
- Has a firm commitment to Continued Professional Development.
- Understanding of and commitment to safeguarding all students.
- Has a desire for pursuing a career in education seeking to support pupils in a range of subjects,.

You will have:

- A minimum of 5 GCSEs Grade 4-9 (A* - C) or equivalent including Maths and English
- Basic and practical knowledge and experience of Microsoft and Google applications, or equivalent, and email/internet.

DIMENSIONS:

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

PRINCIPAL ACCOUNTABILITIES:

- Supervise pupils engaged in learning activities to ensure the learning objectives set by the teacher are achieved.
- Ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Keep appropriate records, as agreed with the teacher, to enable accurate feedback to the teacher.
- Use of ICT and other equipment to enable students to achieve the objectives set by the teacher.
- Maintain a safe learning environment for students including an understanding of school policies related to child protection, equal opportunities, health & safety, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Work with professionalism and consistently perform to the best of their ability as directed.
- A firm commitment to Continued Professional Development.
- Providing First Aid to students in the absence of the Principal First Aider.

SCOPE FOR IMPACT:

- The students should feel well supported in the case of teacher absence and feel able to make progress, hence minimising the impact of the absence.

JOB CONTEXT:

Supervise

- Lessons, individuals, and small groups of students.

Provide Services

- To students, teachers, middle leaders and SLT.

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____ Date: _____
Job Title

Agreed By: _____ Date: _____
Headteacher