



THE NORTON
KNATCHBULL
SCHOOL

JOB DESCRIPTION

STUDY SUPPORT SUPERVISOR

Job Title: Study Support Supervisor

Salary: KSC

Responsible to: SLT

Contractual Hours: 28.75 hours per week, term time only plus 2 INSET days (38.4 weeks)

1. PURPOSE OF JOB:

- To supervise whole classes during absence of teachers. Study Support Supervisors will give instructions for a lesson as provided for by a teacher. The Study Support Supervisor will ensure the good behaviour of the pupils, implementing the school's behaviour management policy where appropriate and make sure the pupils engage in the learning activity. The post holder will be required to respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour and engagement with work but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development. Study Support Supervisors will be subject to general supervision and will act under the professional direction of teachers.
- To fulfil another role that is helpful to the school and the school when not required for cover supervision.

2. PERSON SPECIFICATION:

- Is dynamic, professional, positive and resilient.
- Has high expectations of both colleagues and students.
- Has a capacity for sustained hard work.
- Has strong organisational and interpersonal skills.
- Is self-motivated and can act independently on own initiative.
- Shows a passionate commitment to equality of opportunity for all students.
- Has a clear understanding of accountability and line management.
- Has a firm commitment to Continued Professional Development both for self and colleagues.
- Has a desire for pursuing a career in education.

3. DIMENSIONS:

No Budget

Responsible for students they are supervising

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 stake holders both internal and external and carry out any duties as required by the Headteacher and Board of Governors.

4. PRINCIPAL ACCOUNTABILITIES:

- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also 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, implementing the school's behaviour management policy, with follow up with Pastoral and Teaching staff where appropriate.
- Keep appropriate records using the school's MIS, and as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.

ADDITIONAL RESPONSIBILITY:

All Study Support Supervisors will be required to contribute to a range of additional activities as directed, e.g.

- Maintenance of and creation of displays around the school.
- Administrative work as requested.
- Providing support to AEN as requested.

5. SCOPE FOR IMPACT:

- The students should feel well supported in the case of teacher absence and feel able to make progress with their work, hence minimising the impact of the absence. This role is supportive of the school's drive to raise standards. The additional responsibility will aid teachers and middle management to focus on delivering and supporting teaching and learning by relieving them of other duties.
- The recording and reporting of any behavioural issues and students' engagement with work set will support ongoing monitoring and intervention of students' attendance, punctuality, behaviour and academic engagement.

6. JOB CONTEXT:

Supervise

- Lessons, individual 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

The Study Support Supervisor must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

To 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: _____
Job Title

Date: _____

Agreed By: _____
Headteacher

Date: _____