

JOB DESCRIPTION

Job Title: Study Supervisor

School: Carr Manor Community School

Pay Band: C1

Responsible to: Staff Cover Manager

Role:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Staff will also supervise whole classes (Primary and Secondary) during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Study Supervisors will need to respond to questions and generally assist pupils to undertake set activities. Marking and assessment activities are limited to those where answers are predetermined and no element of professional judgement is required.

Main Duties:

1. To use specialist (curricular/learning) skills/training/experience to support pupils' learning.
2. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. To assist with the development and implementation of IEPs.
4. To promote the inclusion and acceptance of all pupils within the classroom.
5. To support pupils consistently whilst recognising and responding to their individual needs.
6. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

7. To promote independence and employ strategies to recognised and reward achievement of self-reliance.
8. To provide feedback to pupils in relation to progress and achievement
9. To work with the teacher to establish an appropriate learning environment.
10. To work with the teacher in lesson planning, evaluating and adjusting lessons /work plans as appropriate.
11. To monitor and evaluate pupil responses to learning activities.
12. To provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
13. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
14. To undertake marking of pupils' work that has predetermined answers and involves no element of professional judgement or assessment. Accurately recording of achievement/progress.
15. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
16. To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with or as directed by the teacher.
17. To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. Invigilate exams/tests.
18. To provide general clerical administrative support - administer course work, produce worksheets for agreed activities.
19. To implement agreed learning activities/programmes, adjusting activities according to pupil response/needs.
20. To implement local and national learning strategies – literacy, numeracy, KS2-4, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.

21. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
22. To determine the need for, prepare and maintain general and specialist equipment and resources.
23. To help pupils to access learning activities through specialist support.
24. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
25. To display commitment to the protection and safeguarding of children and young people.
26. To be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
27. To contribute to the overall ethos/work/aims of the school.
28. To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
29. To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
30. To recognise own strengths and areas of expertise and use these to advise and support others.
31. To attend and participate in regular meetings, training and other learning activities as required.
32. To supervise pupil's on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.

General duties:

- To support school events and attend as required.
- To undertake ad hoc duties as may be required by the Executive Principal and / or Senior Leadership Team from time to time, for example exam invigilation.

- To photocopy documentation as required maintaining confidentiality at all times.
- To adhere to school policies and procedures.

We expect all our staff to:

- Be a coach to a small group of pupils.
- Support and uphold the school ethos.
- Commitment to Restorative Practice.
- Play a role in the implementation of the School Improvement Plan, through departments' input.
- Display commitment to the protection and safeguarding of children and young people.
- Continue their personal development.
- Participate in school events (occasionally on evenings and weekends)
- Support duties during the school day
- Participate in Flexible learning activities

Any Special Conditions of Service:

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All staff will be subject to an Enhanced Disclosure and Barring check and satisfactory references.

Term time working plus additional days. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Signed: _____ Date: _____