Sandwich Technology School



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| **Role Title** | Study Supervisor  |
| **Job Purpose** | To support the school’s aims through the development of a student focussed pastoral support system and student services. |
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| **Principal Accountabilities** | * Supervising work that has been set accordance with the school policy
* Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
* Responding to questions from pupils whilst they are undertaking this work to ensure a constructive environment
* Responding to any questions from pupils about process and procedures
* Dealing with any immediate problems or emergencies according to the school’s policies and procedures
* Collecting any completed work after the lesson and returning it to the appropriate teacher
* Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class, and any issues arising
* To carry out student supervision duties immediately before school, at break, lunchtime and immediately after school.
* Other duties in support of the school as reasonably decided by the Head Teacher.
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| **Competencies** | * Reliability
* Excellent verbal and written communication skills and ability to communicate in a clear and professional manner.
* Ability to prioritise own workload
* Professional personal presentation
* Team player
* Good IT Skills
* Attention to detail
* Strong organisational skills, the ability to balance a variety of tasks simultaneously and work under pressure.
* Ability to perform tasks with minimum supervision and work on own initiative.
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| **Performance Measures** | There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance. |
| **Standards and Quality Assurance** | * Support the aims and ethos of the school
* Set a good example in terms of dress, punctuality and attendance
* Uphold the school's behaviour code and uniform regulations
* Participate in appropriate staff training
* Attend relevant team and staff meetings
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The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher and following consultation.  This job description does not form part of the contract of employment.

You must also uphold the highest standards in respect of Child Protection.

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**Name:**

**Date Appointed:**

**Pay Scale: Sandwich Technology School Range 4**

**Line Manager: Performance Manager:**

**Signed:**

**Date:**