

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

**Title:** Study Supervisor      **Grade:** Scale 5 Spine point 23-25  
**School:** Forest Hill School      **Line Manager:** Deputy Headteacher  
**Reports to:** Cover Coordinator(s)

---

### MAIN PURPOSE OF THE JOB

To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff, including introducing and explaining the relevant work, managing pupil behaviour, maintaining a positive and constructive learning environment and assisting pupils in relevant activities in line with the school's policies and procedures. To work with individual and small groups of students to support them in their learning.

### SUMMARY OF RESPONSIBILITIES AND DUTIES

#### Collection & distribution of learning resources

Under the guidance of the Curriculum Leader or Class Teacher:

- To collect learning resources and lesson plans for lessons to be supervised from the appropriate Teacher
- To ensure that resources are distributed to all students as required and that the work is given to the students in a calm and orderly manner
- To show prepared and set video clips or TV recordings at the request of teachers as part of prepared lessons plans
- To collect in learning resources at the end of lessons ensuring that all that have been distributed are returned
- To collect student work and return all as requested in the instructions from the absent Teacher or their colleague
- To give students the homework as directed by the Teacher or Curriculum Leader and ensure students record this

#### Supervision and Learning

- To admit students to rooms quickly at the start of lessons and call a register, ensuring that all latecomers are noted as such
- To allocate the resources and explain the work set for the lesson as soon as possible
- To answer the queries and support the learning of individuals or small groups of students in the subject work
- To provide regular positive feedback to students regarding progress and behaviour
- To operate the school sanctions and rewards policy throughout the lesson
- To accompany the class groups to the other teaching spaces within school such as the LRC, ICT suites or the atrium if required

- To work with small group or individual students to support their learning in different environments after school or within the school day
- To undertake a mentoring role with a small number of students in order to support their learning after school or within the school day
- To assist the teacher as a responsible adult with 'off site' school visits

### **Administration and other duties**

- To provide appropriate feedback and information to the Class Teacher or Curriculum Leader regarding student progress, attitude and application together with the feedback on the sufficiency of work set, and how engaging it appeared for the students
- To support the Form Tutor or cover for them, carrying out set work and tasks and supporting the learning of students and their supervision
- To assist with the examination invigilation of small groups of Students and assist in the provision of access arrangements for individuals or small groups eg Reading and scribing,
- To work with students supporting their learning in study clubs and homework club
- To undertake other duties such as display work

To undertake other related duties which the Headteacher may require within a reasonable workload.

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to and support the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

**This Post has a responsibility for safeguarding and promoting the welfare of children and young people.**

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

### **Equalities**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

## LONDON BOROUGH OF LEWISHAM

### PERSON SPECIFICATION:

**Title:** Study Supervisor                      **Grade:** Scale 5  
**School:** Forest Hill School                      **Line Manager:** Deputy Headteacher  
**Reports to:** Cover Co-ordinator(s)

### EXPERIENCE (Essential Requirements)

Experience working with children of a relevant age (11-18)

### QUALIFICATIONS/TRAINING

Degree level or equivalent **(Desirable)**  
GCSE English & Mathematics/equivalent qualifications/skills level **(Essential)**  
Specific training in specialist area **(Desirable)**

### KNOWLEDGE/SKILLS (Essential Requirements)

Effective use of ICT and other specialist equipment/resources  
Knowledge and understanding of the education system, of relevant policies/codes of practice and awareness of relevant legislation  
Ability to self-evaluate learning needs and actively seek learning opportunities  
Ability to relate well to children and adults  
Understanding of the principles of child development and learning processes and, in particular, barriers to learning.  
Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within these.  
Flexible approach to work.  
Ability to use own initiative and employ sound judgement  
Very good communication skills – verbal and written  
Ability to work under pressure remain calm in difficult situations and display a sense of humour

### SELECTION CRITERIA:

- A. Ability to work as a member of a team, liaising effectively with relevant staff.
  - B. Ability to rise to a challenge and a keen interest in developing personal and professional skills.
  - C. Ability to use initiative in the classroom.
  - D. Ability to communicate effectively with a wide range of people of all ages.
  - E. Good literacy skills and numeracy skills.
  - F. Sound ICT skills
  - G. Excellent record of attendance
- This post requires a commitment to and an ability to contribute to safeguarding and promoting the welfare of children and young people.**

