

Job Title: Study Supervisor

SCH No: 439

Salary Grade: Grade 4 Spinal Point 5

Post Accountable to: Deputy Headteacher, HR Manager and Cover Manager

Post Responsible for: Supervising students when a Teacher is absent as directed by the Cover system.

Other Major contacts: Members of the school community
Nominated West Sussex employees

Main Responsibilities:

To communicate the work set by the class teacher to the students.

To uphold the school rules and ethos.

To follow all instructions as directed by the class / lead teacher.

To observe Health and Safety Regulations.

To promote positive student behaviour and conduct classroom management and organisation.

Accompany staff on educational visits.

Assist with whole school administration.

General:

To carry out any other duties as may be considered reasonable by the Headteacher, Members of the Senior Leadership Team and the HR Manager.

