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| <b>Job Title:</b>                    | <b>Study Supervisor</b>  |
| <b>SCH No:</b>                       | 439  |
| <b>Salary Grade:</b>                 | Grade 4 Spinal Point 5   |
| <b>Post Accountable to:</b>          | Deputy Headteacher, Business Manager and Cover Manager   |
| <b>Post Responsible for:</b>         | Supervising students when a Teacher is absent as directed by the Cover system.   |
| <b>Other Major contacts:</b>         | Members of the school community<br>Nominated West Sussex employees   |
| <b><u>Main Responsibilities:</u></b> | <p>To communicate the work set by the class teacher to the students.</p> <p>To uphold the school rules and ethos.</p> <p>To follow all instructions as directed by the class / lead teacher.</p> <p>To observe Health and Safety Regulations.</p> <p>To promote positive student behaviour and conduct classroom management and organisation.</p> <p>Accompany staff on educational visits.</p> <p>Assist with whole school administration.</p> <p><b>General:</b><br/>To carry out any other duties as may be considered reasonable by the Headteacher, Members of the Senior Leadership Team and the Business Manager.</p> |

