



Sackville School

JOB DESCRIPTION

STUDY SUPERVISOR

MAIN TASKS/DUTIES/RESPONSIBILITIES

Supervision of pre-set academic tasks under classroom conditions:

- Receive and register the class
- Communicate the work set by the class teacher/head of department to pupils
- Oversee the using of books and equipment necessary for the lesson
- Maintain good order in the classroom
- Assist pupils where necessary and seek appropriate assistance for the pupils when necessary
- Oversee the collection of books and equipment at the end of the lesson, and ensure they are returned to the appropriate place
- Ensure the pupils tidy up and leave the room in good order
- Return work etc. to the head of department/appropriate member of staff
- Inform the appropriate teacher of the point reached by the pupils
- Report any problems, difficulties, successes etc. to the head of department via the cover lesson work sheet

Examination invigilation

General administration assistance

- Help office staff or particular teachers with filing, data input or stocktaking as required

Supervision of students on activities/visits out of school

- Accompany students and staff on out of school visits
- Supervise their safety and behaviour as required
- Help with pre-set activities

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service (DBS).