

Job Title:	Study Supervisor
SCH No:	439
Salary Grade:	Grade 4 Spinal Point 5
Post Accountable to:	Deputy Headteacher, Business 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
<u>Main Responsibilities:</u>	<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>General: 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>

