

B I S H O P



R A M S E Y

Church of England School
Headteacher: Mr A J Wilcock MA (Cantab)

21st May 2015

Dear Parent/Carer

Senior Study Supervisor Vacancy at Bishop Ramsey School

We would like to draw your attention to a vacancy for a new position at Bishop Ramsey School, that of a Senior Study Supervisor, which we are hoping to fill as soon as possible.

The Senior Study Supervisor would be responsible for providing supervision of classes for short term teacher absence, working in a large computer room and utilising an interactive/ICT-based approach.

If you feel you may have an interest then please see below for further information and visit our the school website, www.bishopramseyschool.org, for an application form.

Yours faithfully

Mrs J Howe
Personnel Director



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**BISHOP RAMSEY SCHOOL
HUME WAY
RUISLIP
MIDDLESEX
HA4 8EE**

**Telephone Number – 01895 639227
Headteacher – Mr. A Wilcock**

SENIOR STUDY SUPERVISOR

36 hours per week - Term Time only
Scale 5 (salary £18,470 - £20,116 p.a.)

A Senior Study Supervisor is required as soon as possible, to join our team as we modify and enhance our cover provision, utilising an interactive/ICT-based approach.

You will be responsible for supervising students in a large computer suite covering short term teacher absence.

Application forms and further details of the post are available on the school website
www.bishopramseyschool.org.

Closing date for applications is 3rd June 2015

Completed application forms should be returned to
Mrs J Howe

Interviews will be held 10th June 2015

***Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people.
The successful applicant will be required to undergo an Enhanced CRB check.***

Bishop



Ramsey

CHURCH OF ENGLAND SCHOOL

JOB DESCRIPTION

Title of Post: Senior Study Supervisor

Grade: Scale 5

Immediate Supervision: Personnel Director
(Line Manager – Lead Practitioner)

Contacts:

Internal: All teaching and support staff.
Students

Purpose of Post:

To provide supervision of classes for short term teacher absence. You will be working in a large computer room, supervising up to 3 classes (approx. 90 students) at any one time.

KEY TASKS

To supervise classes of students when the timetabled members of the teaching staff are absent, as directed by the Personnel Director

To collect work for absent colleagues and if necessary, liaise with the appropriate head of department.

Supervise entry into class, registration and to dismiss students in an orderly manner at the end of a lesson.

To explain the work set and facilitate the learning in the room, ensuring students are engaged and on task

To make full use of the resources available (e-learning, books, worksheets and other teaching materials)

To utilise the full range of school strategies, both praise and sanctions, in support and promotion of appropriate behaviour for learning.

To provide feedback for the teacher (if this has been requested) indicating what tasks have been completed by the students, any issues which arose and any action taken.

To assist in the sourcing and collation of resources

If not required for cover at a particular time, to work as directed and the need indicates (eg, working with small groups, organisation tasks, administration tasks, etc).

To meet with relevant colleagues including Heads of Department/Heads of Year/senior staff responsible for cover arrangements and CPD.

To invigilate both external and internal examinations as directed

Any other related duties commensurate with the general level of responsibility of the post.

PERSON SPECIFICATION

It is expected that the person appointed will have the following experience and personal qualities for the post.

Qualifications

GCSEs in English and Mathematics, minimum grade C (or equivalent)

Evidence of further qualifications and study (eg, A Levels, Diplomas, NVQ, Degree) is desirable.

Experience

Successful relevant and significant experience of supervision and working with students of school age between the ages of 11-16 is essential

Administrative experience is essential.

Knowledge

Behaviour Management strategies for dealing with both individual students and whole classes is essential.

Proficiency in use of ICT applications including Microsoft Office is essential.

Excellent organisational skills are essential

Some knowledge of the working of a large comprehensive school is desirable.

An understanding of how young people learn and develop is desirable

Personal Qualities

Willingness to undertake training as an introduction to the post, and its continued effectiveness, is essential.

Excellent interpersonal skills and the ability to communicate well with both adults and students are essential.

Enthusiasm and commitment to the best interest of the students is essential.

Ability to work independently and pro-actively taking responsibility and using initiative is essential.

Calm disposition and ability to work under pressure is essential.

The ability to be assertive but fair in all dealings with students is essential.

A sense of humour is desirable.

Special Requirements

Sympathy with the aims and ethos of a Church School.