JOB DESCRIPTION

Position Title:	**Study Supervisor**	**Date Finalised**	September 2026
Hours:	30 hours per week, 40 weeks per year, term time only (incl. INSET days) Hours: 8.30am until 3.10pm		
Grade /Salary:	C grade, £18,507 per annum (FTE £26,018 per annum)		
Teaching/Non Teaching:	Non-Teaching		
Department:	Support Staff		
Team	Cover Team		
Reports to:	Cover Manager		
Subordinate Positions:	N/A		

Job Summary/Purpose

We seek to appoint a Study Supervisor who has the tenacity, skills and flexibility to work in a fast-moving environment and the passion to help our students to progress and develop.

We are particularly interested in individuals who are committed to and have a track record of working with students of all abilities leading to each student fulfilling their potential.

The purpose of this role is to provide effective study supervision in the classroom in the absence of the teacher, thus ensuring that student's learning can continue. Not only do we offer initial training and support, particularly in classroom management, but also with mentoring and professional development depending on how you wish to further your career.

It is essential that the post-holder shares our school's ethos, which is firmly rooted in a restorative approach and follows our values in upholding The Calthorpe Way.

Primary Responsibilities:

- Have full responsibility of the classroom in the absence of the teacher
- Focus on keeping the students engaged in their learning
- Maintain good classroom behaviour management; and monitor pupil progress
- Liaise with colleagues across the school
- Meet Safeguarding expectations
- Effective communication skills with a variety of age groups and abilities, students and staff

Are there line management responsibilities?	Yes / **No**

Other relationships within the school i.e. which parts of the school will this role work closely with?

Study Supervisor Manager
Cover Officer
All Teaching staff

External relationships i.e. which external stakeholders will this role work closely with?

N/A

Critical Skills

- The post-holder should possess the tenacity, skills and flexibility to work in a fast-moving environment

- Passion for education and learning in order to help our students to progress and develop
- Excellent communication and organisational skills
- A flexible 'can do' approach to team working and organisational needs is essential.
- Be able to take initiative and be confident in using a range of strategies to manage whole class and individual behaviour

What financial responsibility (if any) does this position have?

N/A

Experience, Qualifications, Technical Requirements, Education	**Required/Preferred**
• English and Maths GCSEs at Grade C or equivalent	Required
• Previous experience working with children of the relevant age range	Preferred
• Fluent level of spoken and written English.	Required
• Good IT skills using the full range of Microsoft Word applications	Required

Calthorpe Park School is committed to safeguarding and all staff have a duty of care towards our young people. We foster a culture of vigilance amongst staff, students and parents and we always listen to children and take their concerns seriously. We will ensure that all our recruitment and selection practices reflect this commitment.

Please note that the successful candidate will be subject to an Enhanced Disclosure and Barring Service checks along with other relevant employment checks.