



Job Description and Personnel Specification

STUDYHALL SUPERVISOR

The post holder will support learning and achievement for KS3, KS4 and Post 16 students. The post holder will work closely with young people.

Base: St Patrick's Grammar School, Armagh

Responsible to: Bursar

Position: Fixed Term, Non-Teaching Contract from January 2022 – June 2022

Full-time **Hours:** 28.75 per week

Salary: £11.5857ph (Term Time/pro rata)

Main Duties and Responsibilities

1. Pupil Supervision.
2. Supervise pupils during their study periods and examinations as required and maintain a quiet academic environment in the school study/library.
3. Maintain and advise on mechanisms to improve the study environment for the pupils.
4. Communicate with appropriate teaching staff regarding behaviour of pupils.
5. Inform appropriate teaching staff of absenteeism of pupils from study periods without permission.
6. Ensure pupils maintain a tidy work environment and report any damage.

Administration

7. Operate manual and/or computerised information systems in connection with pupils.
8. Complete and submit all returns/records as required.
9. Assist in school administration, as required.

Other Duties

10. Participate in any relevant training as required.
11. Implement all school policies and procedures.
12. Such other duties as may be assigned within the level of the post.

Qualifications and Experience

Essential

- First Aid trained (or be willing to attend the course);
- 5 GSCE or equivalent (A-C grade);
- The ability to motivate and enthuse others;
- Have high personal and professional standards;
- Well-developed pastoral skills and instincts;
- Flexible approach;
- Participate as a team member;
- Approachable manner; and

- Willingness to take part in the wider life of the School.
- Excellent communication skills - oral and written
- Excellent ICT skills
- Excellent interpersonal skills
- Excellent Organisational skills
- The ability to motivate and enthuse others
- Have high personal and professional standards
- Well-developed pastoral skills and instincts
- Flexible approach
- Participate as a team member
- Child centred
- Approachable manner
- Willingness to take part in the wider life of the School

Desirable

- Experience of working with young children (11-18); at least 6 months in the last 3 years.

The Selection Panel reserves the right to enhance the criteria in order to facilitate a manageable shortlist.

Please note the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since the Selection Panel cannot make assumptions in the absence of essential information.

Canvassing and Referees

Canvassing directly or indirectly will entail disqualification.

Posts involving work in educational institutions are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003

January 2022