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| **URSULINE HIGH SCHOOL**  **GCSE STUDY SUPERVISOR [PART-TIME]**  **JOB DESCRIPTION** |

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| **Post Title:** GCSE Study Supervisor [part-time]  **Salary:** £16 per hour    **Responsible to:** Head of Year 11  **Date:** November 2018 |

Temporary post : Term Time only : Monday 14th January – Thursday 9th May 2019

[from 3.00 pm to 5.30 pm]

**Purpose**  To lead and manage supported after school

study for students in Year 11

**Main duties**

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| Ethos | * To contribute to the Ursuline ethos of Service |
| Learning | * To provide a positive supportive environment to help students develop and improve their abilities to engage with independent study and revision |
| Deployment of staff and resources | * **To monitor student revision. Assist in removing barriers to their learning** * Monitor the amount of work being completed. * Communicate regularly with the Head of Year to provide updates. * Complete a register of attendance and communicate this with Student services for follow up. |

**Key competencies**

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| * Ability to motivate/persuade others * Reliable * Be enthusiastic and positive. * Be attentive to the needs of students and offer support and Guidance.   All applications will be short listed according to the criteria set out below.  **In your supporting statement please:**   * **Set out why you would like the Job** * **Illustrate how any experience you may have will assist in fulfilling the post**  Experience  * Any examples of working with students or young people is required consideration for the post.   **Commitment to equal opportunities in principle and practice**  This position is subject to enhanced DBS disclosure.  The school is committed to safeguarding it students and post holders must be responsible for the safety of the students in their care.  Application in writing for the attention of Ms Waters.  **Completed application forms should be returned to Mrs R Martin, Headteacher’s Assistant PA, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA** **by 12.00 pm on Thursday 13th December** |
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