



 **Assumption Grammar School**
Specialist School for Music with Physical Education
Fully Alive 

STUDY SUPERVISOR WITH ADMINISTRATIVE RESPONSIBILITY (PERMANENT POST)

SCHOOL INFORMATION

Assumption Grammar School is a Catholic voluntary grammar school for girls founded in 1933 by the Missionary Sisters of the Assumption. In September 2009, Assumption became a Specialist School for Music with Physical Education. Pupil enrolment is 900.

The school offers a full range of state-of-the-art facilities to support a full, broad and balanced curriculum. There is in place an infrastructure that enables the school to be forward thinking in curricular and business terms while remaining true to the values established by the Missionary Sisters of the Assumption.

The whole staff and community work as one team which embraces the school's "Fully Alive" ethos. This ethos is characterised by the strong pastoral care dimension which permeates every aspect of school life. All members of the school community share responsibility for maintaining the caring atmosphere of the school and each staff member, teaching and support, is expected to be guided by this in all dealings with the pupils.

Introduction and Title of the Post

This post is 36.25 hours per week. The successful applicant will be required to supervise the school's study area and ensure conditions are conducive to study. He/She will also contribute to the school's administrative procedures.

Line of Accountability

The successful applicant will be part of the Administration Department and will be responsible to the Director of Corporate Services, Principal and the Board of Governors. He/She will also come into contact with a wide range of staff and pupils and will be expected to work harmoniously and productively with them all.

Terms and Conditions of Service

This post has been allocated salary of NJC Scale Points 5-6 starting at the lowest point, (£23,500 per annum). This salary will be paid monthly.

Child Protection

Assumption Grammar School is fully committed to the implementation of Child Protection procedures as outlined by the Department of Education in their circulars 2006/06, The Recruitment of People to Work with Children and Young People in Educational Settings, and 2008/03, Pre-employment Checking of Persons to Work in Schools – New Arrangements. Therefore all applicants should be aware of the following:

- The successful applicant will be required to complete an Enhanced Disclosure Certificate Application form to facilitate criminal background checking by AccessNI and produce the required identification documents. **The appointment is strictly conditional upon a satisfactory completion of the vetting process** (further information is available from www.accessni.gov.uk or www.deni.gov.uk). The successful applicant will be required to pay the fee for this process currently £32.

Other information

Two written, satisfactory references will be sought before confirmation of appointment, one of whom should be able to comment on your professional work.

MAIN DUTIES AND RESPONSIBILITIES:

1 Pupil Supervision

Supervise pupils during study periods and examinations and maintain a quiet academic environment in the Study Hall, Sixth Form Study Centre or any other designated study area such as the Library.

- Supervise pupils during their study periods and maintain a quality work environment.
- Encourage all pupils to develop effective study habits.
- Maintain and advise on mechanisms to improve the study environment for the pupils.
- Follow up absence of pupils from study.
- Liaise with the Assistant Principals or any other delegated staff member, for example, Year Head regarding the attendance and work ethic of pupils.
- Invigilate pupils during examination periods.
- Cover registration and classes as required.
- Inform appropriate teaching staff of absenteeism of pupils.
- Assist with the delivery of after-school Homework Clubs across a range of departments.
- Ensure pupils maintain a tidy work environment and ensure room fit for purpose the next day.
- Report any damage to Premises Team.

2 Administrative

- Be an active member of staff and provide administrative support as required.
- To undertake a range of varied administrative duties including, for example, assessment, finance, attendance, parental communications.
- To work at the main school Reception.
- To cover for other members of the administration team when required.

3 Other Duties

- Implement all school policies and procedures.
- Participate in any relevant training as required.
- Maintain the resources available in study rooms.
- Assist with emergency evacuations.
- Such other duties as requested.

In the interest of career development and the changing needs of the school, the above duties may be amended after negotiation with the post holder

PERSONNEL SPECIFICATION

	Essential Criteria	Desirable Criteria
1 Qualifications	4 GCSEs (A*-C) or equivalent.	Preference may be given to applicants who have GCSE Maths and English at Grade C or higher or equivalent qualification. Recognised ICT Qualification e.g. ECDL.
2 Experience required	Recent relevant experience of supervising young people. Experience in the use of Microsoft Office or equivalent package.	Recent relevant experience of working in a school environment.
3 Knowledge	A knowledge and understanding of the post.	Knowledge of C2k system or a networked management information system.
4 Skills	Excellent communication skills, both written and oral. Good organisational skills. Ability to work independently. An interest in education.	
5. Personal qualities	Ability to work with a wide range of people. Ability to work as part of a team and use own initiative. Ability to set an example to students through high standards of presentation, personal and professional conduct. Willingness to attend school events outside normal school hours.	

August 2024