

LORETO GRAMMAR SCHOOL, OMAGH

JOB DESCRIPTION

STUDY SUPERVISOR TEMPORARY TERM-TIME PART-TIME FROM NOVEMBER 2026 UNTIL MID-MAY 2027

1. Job Purpose

To oversee the private study of pupils in the school's designated study areas.

The Study Supervisor is responsible to the Principal and the Vice-Principals.

2. Main Duties and Responsibilities

- 2.1 Supervise pupils during their study periods and maintain a quality work environment.
- 2.2 Record and monitor pupils' attendance and punctuality in the designated study areas/cover centre.
- 2.3 Encourage pupils to develop effective study habits offering advice and support when required.
- 2.4 Implement all school policies as required with particular attention to the Positive Behaviour Management Policy, the Learning & Teaching Policy and the Student Punctuality & Attendance Policy.
- 2.5 Contribute to a stimulating learning environment, for example, by organising wall displays.
- 2.6 Assist with clerical duties as may be requested in relation to general school administration.
- 2.7 Carry out other duties as required by the Principal. Examples of such duties include examination invigilation, cover registration, issue to and collect work from pupils when required and contribute to school events.

3. Qualifications & Experience

Essential Criteria

Applicants must have:

- at least 5 GCSEs at Grades A* to C or equivalent qualifications, preferably to include English and/or Mathematics.
- recent relevant experience of supervising young people.
- experience of using Microsoft Office or equivalent packages.

Desirable

Applicants may have:

- a recognised ICT qualification eg ECDL.
- recent relevant experience of working in a school environment.

Knowledge, Skills & Personal Qualities

Knowledge

- A knowledge and understanding of the post.

Skills

- Excellent communication skills, both written and oral.
- Good organisational skills.
- Ability to work independently and as part of a team.
- An interest in education.

Personal Qualities

- Ability to work with a wide range of people.
- Ability to set an example to students through high standards of presentation, personal and professional conduct.
- Willingness to attend school events outside normal hours.

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

Please note that the onus is on applicants 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 an applicant not being short listed since the Selection Panel cannot make assumptions in the absence of essential information.

4. Child Protection

3.1 Employees must adhere to the Child Protection Guidelines outlined in the school's policy.

5. Health & Safety

4.1 Employees must adhere to the Health & Safety Guidelines outlined in the school's policy.

6. Salary

6.1 The salary scale is as follows:
 NJC Scale point 11 - £28,142 pro rata per annum - £14.9917 per hour to
 NJC Scale point 14 - £29,540 pro rata per annum - £15.7367 per hour.

7. **Days & Hours of Work**

- 7.1 The days of work will be Wednesday, Thursday & Friday.
- 7.1 The hours of work are 28.75 hours per week from 9.00 am until 3.30pm each day with a 45 minute lunch break.
- 7.2 The employment is temporary term-time part-time in nature.

8. **General Conditions**

- 8.1 All duties must be carried out to comply with:
- Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - The Health & Safety at Work (NI) Order 1978.
 - COSHH Regulations.
 - Codes of Practice.
- 8.2 All necessary paperwork must be completed.
- 8.3 Duties will be carried out for jobs up to and including those in the same grade, provided that such duties are within the competence of the employee.

9. **Training**

- 9.1 Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.
- 9.2 Employees will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the school for the higher level duties to be carried out.

10. **Leave Entitlement**

- 10.1 The annual leave for a full year is 23 working days pro rata plus a minimum of 12 public and extra-statutory days pro rata. New employees shall be entitled to annual leave proportionate to the number of completed months of service during the leave year of entry. An employee leaving the service of Loreto Grammar School Omagh before the end of the holiday year shall be required to make the appropriate refund in respect of any holidays taken beyond the number earned pro rata during the holiday year. Annual leave is required to be taken during the period of school closure.

11. Disclosure of Criminal Background

11.1 This post involves “regulated activity” under the Safeguarding Vulnerable Groups (NI) Order 2007. Therefore if you are appointed, Loreto Grammar School, Omagh will be required to undertake an Enhanced Disclosure of Criminal Background. Due to a policy implemented by the Department of Education in April 2011, you will be expected to meet the cost of an Enhanced Disclosure Certificate which is currently £33.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.accessni.org.uk

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.