

**THE WALLACE HIGH SCHOOL**

**RECRUITMENT**

**POST TITLE: Senior Study Supervisor with Classroom Assistant Duties and Administrative Support Duties**

2019-2020 in the first instance with the possibility of an extension.

**HOURS:** Full time hours (32.5 hours per week) September to Study leave dates each year in May

(The successful applicant may join the external examination invigilation team in May – June to ensure employment in May and June. This is not a prerequisite of the post.)

**RATE OF PAY:** NJC Scale 17

**RESPONSIBLE TO:** The Principal through the Vice Principal (Pastoral Care).

**CONTEXT**

The Wallace High School is a large, successful, academically focused grammar school with excellent standards of achievement at A’level. The Study Facility is an important resource in which students extend, develop and deepen their learning in tandem with the contact time with expert teachers.

The Senior Study Supervisor will be required to create an environment conducive to learning for students. The Senior Study Supervisor, in addition to providing supervision, will oversee the work of other Study Supervisors, plan supervision rooms, layout and overspill areas in close cooperation with the Pastoral Vice Principal.

The successful applicant will also be required to provide Classroom Assistant duty for a range of students to cover absences or fill gaps in need. He/She will also be required to support the general administrative functions of the school. Flexibility, a ‘can-do’ attitude and an interest in young people are key in the appointment of this position.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To ensure that students are registered when in supervised study and maintain an accurate register.
2. To supervise students effectively while they are in study to ensure each young person is on task.
3. To liaise with the appropriate Head of Year as soon as possible if issues arise with any student.
4. To manage students in line with school policies and procedures.
5. To provide individual support, organization and direction for a limited number of GCSE students who may be allocated to the Study facility.
6. To provide Classroom Assistant support for a range of students to meet the needs of the school.
7. To undertake any duties which are in keeping with the post as may be determined by the Pastoral Vice Principal.

**RECRUITMENT CRITERIA**

**Essential Criteria:**

* Academic qualifications at A’level or equivalent in 3 subjects (Level 3 on the National Qualifications Framework)
* A\*-C GCSE grades in Mathematics and English Language or equivalent (Level 2)
* A\*-C grades at GCSE in 3 subjects in addition to Mathematics and English Language (or Level 2 equivalents).
* The ability to work independently with minimal supervision.
* The ability to use initiative and be pro-active.
* Competency in basic ICT software packages for the purpose of registration of students.
* The ability to support the organisation, target setting, learning and study rota of a limited number of GCSE students who will access the Study Supervision resource.
* The ability to show initiative and make changes based on the situation but in keeping with school policies and procedures.

**Desirable Criteria:**

* Experience of working in continuous paid employment in a post primary school as a Classroom Assistant, Academic Supervisor, Learning Support Assistant or teacher (or equivalent).

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

Please note that the Board of Governors reserves the right to enhance shortlisting criteria to facilitate shortlisting.

**APPLICATIONS**

It is preferred that application forms are emailed to [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net) An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Thursday, 24 October 2019** at **12 midday.**

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and /or marriage certificate (if appropriate) plus photographic ID to their interview.

NB: It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.

*If the successful applicant leaves within six months of appointment at The Wallace High School, the cost of the AccessNI Enhanced Disclosure Certificate will be deducted from the employee’s salary.*