

## Independent Study: Roles and responsibilities of supervisor

**Scale 4 - £23,172.78 pro rata (Full Time - Term Time Only)**

### **Guidelines for Supervisor**

#### Background

Stepney Green Sixth Form students in years 12 and 13 take part in independent study when they are not in their taught lessons.

Depending on the courses they follow, students have up to 9 lessons of private study time.

It is crucial that students use this time wisely in order for them to manage their work load for A Level and BTEC.

All students must be registered for Independent Study. There are a number of study areas available:

Sixth Form facilities are open between 8.00am – 6.00 pm Monday to Thursday. 8.00am – 3.30 pm Friday.

Opening hours are subject to change depending on student request and time of the academic year.

### **Role**

The working hours are 8.30 – 4.30 with one hour for lunch.

The most important role of the Independent Study Supervisor is to maintain an atmosphere that is conducive to study. The supervisor monitors how students are using their time. The supervisor also communicates with the Sixth Form team and Sixth Form Subject teachers where relevant. It is important that the supervisor is proactive and able to work using their initiative. Students, especially at the start of year 12, are learning the skills of independence and need support and guidance to enable them to make the very best progress. It is important that, where students are struggling, support is offered quickly before they fall behind

## **Responsibilities.**

### Knowledge

- To know the students and the courses they are following.
- Know the students' target grades.
- Understand the expectations of the different courses and how the curriculum works
- Have an awareness of the assessment cycle and the sixth form yearly calendar.
- Be familiar with UCAS process.

## **Procedures/routines**

- Motivate students
- Establish standards at start of each session in line with Stepney Standards.
- Register students at the start of each study period. Use paper register and SIMS. Highlight any concerns immediately to Form Tutor by e mail, copy in Head of Year, Assistant Head KS5.
- Monitor student movement. Students can leave the study areas to speak with teachers, collect books from lockers for example but expectation is that all should be present in study areas.
- Manage attendance monitoring of Art students who work in studios.
- Ensure students are working.
- Support students if possible with their queries. If in doubt advise them to see member of Sixth Form Team
- Maintain appropriate working environment.
- Ensure room is in order at the end of each session. Raise blinds. Match desk to chair.
- Maintain and refresh displays.
- Monitor computers to ensure they are working. Take note of any concerns and communicate to Sixth Form Administration.
- Invigilate assessment tests as instructed by subject teachers. Ensure safe return of scripts.

### **Supporting Independence**

- Monitor students' planners to assess how they are using study time. Are they planning their time well?
- Respond to direction from class teachers re individual students and what preparation they should be doing at particular times.
- Monitor student organisation. Help students to manage files/learning materials where necessary – as identified by sixth form team.