



## STUDY HALL SUPERVISOR POSITION DESCRIPTION

<b>Position Title:</b>	Study Hall Supervisor		
<b>Classification:</b>	ESB 2	<b>No. Direct Reports: 0</b>	<b>FTE: 0.6.</b>
<b>Reports to:</b>	tbc	<b>Fixed Term: X 12 mths</b>	<b>Ongoing <input type="checkbox"/></b>

<b>Position Expectations</b>	<p><b>Child Safety</b></p> <ul style="list-style-type: none"> <li>A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.</li> <li>Working familiarity with Child Safe requirements and expectations.</li> <li>Responsible for applying the College's Child Safety and Protection Policy and procedures including being compliant with the EREA Child Safety Code of Conduct.</li> <li>Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values.</li> </ul>		
<b>Position Summary:</b>	<p>St Bernard's College strives for excellent outcomes for all students, to maximise their pathway options beyond school. To ensure that students are provided with every opportunity to progress their education, the College has a Senior School Study Hall. The purpose of this position is to provide a quiet, organised atmosphere for independent student study and appropriate supervision of the students assigned to the space. VCE students will be expected to attend the Senior School Study Hall in the following situations:</p> <ul style="list-style-type: none"> <li>Independent Student Study</li> <li>If their teacher is absent</li> <li>In a special circumstance where their normal classes are not running</li> </ul>		
<b>Position Characteristics</b>	<b>Significant internal/external relationships</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>College students</li> <li>Year Level Leaders</li> <li>Year Level Homeroom Teachers</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>External bodies</li> </ul>	

	Study Hall Supervision	<ul style="list-style-type: none"> <li>• At all times, create and foster an environment that encouraged and supports independent student learning.</li> <li>• Create a positive, supportive and safe environment for all students.</li> <li>• Supervise students in the absence of Year 11 &amp; Year 12 teachers as directed by Deputy Principal or Daily Organiser.</li> <li>• Provide active supervision and monitoring of students during study sessions, ensuring appropriate standards of behaviour and productive use of time.</li> <li>• Monitor student behaviour and enact College polices.</li> <li>• Provide feedback, as required, to the relevant classroom teacher.</li> <li>• Ensure Study Hall is always kept neat and orderly</li> </ul>
	Other duties	<ul style="list-style-type: none"> <li>• Other duties as directed by the Principal.</li> </ul>

<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Communicate effectively	<ul style="list-style-type: none"> <li>• Communicates clearly and effectively at all levels.</li> <li>• Strong written and oral communication skills.</li> <li>• Well-developed listening skills.</li> </ul>
		Interpersonal skills	<ul style="list-style-type: none"> <li>• Effectively deals with others, both internally and externally in a professional manner.</li> <li>• Ability to remain calm and composed when faced with challenging situations.</li> <li>• Diligent in following up on matters.</li> </ul>
		Confidentiality	<ul style="list-style-type: none"> <li>• Ability and preparedness to deal with confidential documentation and information in the strictest confidence, at all times.</li> </ul>
		Foster teamwork	<ul style="list-style-type: none"> <li>• Be able to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the College effectiveness.</li> <li>• Plan and coordinate allocated tasks to meet program objectives and share ideas about methods to improve administrative practices.</li> <li>• Ability to reflect on and improve programmatic needs within the Santa Monica experience</li> </ul>
		Organisational ability	<ul style="list-style-type: none"> <li>• Demonstrates high level of organisational ability and initiative including capacity to set priorities and work to deadlines.</li> </ul>
		Initiative	<ul style="list-style-type: none"> <li>• Highly motivated.</li> <li>• Ready to act without waiting for directions.</li> <li>• Self-starting and self-disciplined.</li> </ul>
		<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Proactive in addressing student needs</li> <li>• Must feel comfortable interacting with students in an advisory &amp; leadership role</li> <li>• Overt awareness of student safety, risk management and risk mitigation.</li> <li>• Well-developed interpersonal skills.</li> <li>• Proactive and respectful role model.</li> <li>• Sensitivity to students' personal, social and academic differences.</li> <li>• Strong organisational skills and attention to detail.</li> <li>•</li> </ul>

	<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Working with Children Check</li><li>• Experience working in an Educational setting (desirable)</li><li>• Accredited First Aid Training (Desirable)</li></ul>
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**Signature**

***Employee***

I have read this document and fully understand all my duties and responsibilities as outlined above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_