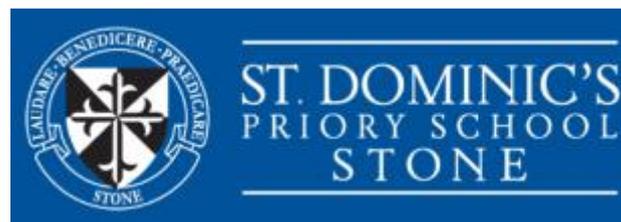


St. Dominic's Priory School in Stone



## St. Dominic's Priory School in Stone



### **STUDY SUPERVISOR Information booklet for prospective applicants**

## St. Dominic's Priory School in Stone

Dear Applicant

Thank you for the interest you have shown with reference to the role of **Study Supervisor** that we are advertising at St. Dominic's Priory School in Stone.

St. Dominic's Priory School is a small, friendly, highly successful Catholic independent co-educational school, educating students from Pre-school to 16 years and welcoming children of all faiths.

Our aim is to educate the whole person, to find the strengths of each boy and girl and enable him or her to succeed. Our students are encouraged to have a sense of purpose, which enables them to be confident, independent and ready to face life's adventures. They combine a sense of fun with a determination to achieve, grow and learn. They readily take on individual responsibilities and thrive.

We are ranked as one of the top performing non-selective schools in the area. Our students achieved outstanding GCSE exam results again this year, by accomplishing a notable pass rate across all subjects of 100%. Our students' reputation for achievement in public examinations continues, with results being significantly above the national average, which only clarifies our strong reputation for giving an excellent all-round education to our students.

The school has seen a significant increase in pupil numbers over the last few years due to the demand for high-level education being sought in the area. To meet the requirements further, we recently announced building plans for an exciting new modern three-storey teaching facility on a consolidated and much-improved site, which will enrich and enhance the education and experiences of our current students, but also those who attend the school for many years to come. With these new facilities, the school will have the opportunity to expand and from September 2019 we will be able to double the entry intake within our Senior School to accommodate an additional 20 places for each year group.

The person we are seeking for this role will be responsible for helping and encouraging our senior students to take an independent approach to study and will demonstrate initiative and self-motivation. In return, you will have the opportunity to work in a caring and friendly environment.

I do hope you will be interested in this role. I would be delighted to talk to you on the phone and to give you the opportunity to visit us and have a tour of our wonderful school.

I look forward to hearing from you.

Yours sincerely



Rebecca Harrison  
Headteacher

## St. Dominic's Priory School in Stone

### **The Role:**

#### **Part-time Study Supervisor, Stone**

Dates: Apply 5<sup>th</sup> June 2019. Job to start September 2019

Salary: National minimum wage to HLTA rate (based on experience and qualifications)

Supporting: Senior School

Location: Stone

Contract type: Permanent contract. Part-time. Term time only.

Hours: 3:30 – 6:00pm Monday - Friday

This post is subject to an Enhanced Disclosure Check under the rehabilitation of Offenders Act (1974).

The monitoring form, application form and a covering letter of no more than two sides of A4 should be returned to:

Mrs R Harrison  
Headteacher  
St. Dominic's Priory School  
21 Station Road  
Stone  
Staffordshire  
ST15 8EN

All relevant application forms are available to download from our website [www.stdominicspriory.co.uk](http://www.stdominicspriory.co.uk) (found under 'About, Job Vacancies')

**Closing Date: 5<sup>th</sup> June 2019**

# St. Dominic's Priory School in Stone

## **About Our School**

St Dominic's Priory School is an independent Catholic school, educating boys and girls from Pre-school to 16 years.

We are centrally located within North Staffordshire and the school is situated in the picturesque canal town of Stone, within easy reach of Newcastle-under-Lyme, Stoke-on-Trent, Stafford, Uttoxeter, Cheadle and the surrounding villages. Stone Railway Station is only a 5-minute walk from school.

Our School Mission Statement is '**Living and Learning with Christ as our Guide**'. The aims and ethos of the school are to create a love of learning in a friendly and happy environment, nurture individuality and instil in our students a sense of community spirit, rooted in Gospel values.

We wish to provide each child with tools that will equip them to, not only succeed academically, but contribute positively to a society in which values of justice and compassion are paramount.

St. Dominic's welcomes children of all faiths and ethnic backgrounds and within our school community diversity is recognised and respected.

Here at St. Dominic's we recognise that children have a wide variety of interests and talents beyond the academic disciplines and these are encouraged and supported through our extra-curricular provision; whether that be on the sports field or in a school production.

Investing time and individual attention in all our students helps them to develop into confident, nurturing and caring individuals who are ready to go out into the world and make a difference.

In March 2018, we had our '**Regulatory Compliance Inspection**'; we were thrilled to meet all the required standards. The wording of the report in each of the eight standards is the same for every compliant school. However, much was said by the inspectors with some of the key points acknowledging how our students were 'exceptionally well behaved and respectful', which was reflected in the relationships they had with the teachers and also affirming the 'happy, safe environment' we provide them.

Our last integrated ISI inspection was in 2015 and we were thrilled to receive an 'Excellent' achievement, the highest grade that can be obtained in ISI Inspections, which reflects the excellent standards that we expect from our school.

## **Candidates for this post should be:**

- Well organised and methodical in their approach
- Have strong interpersonal skills
- Demonstrate initiative and show responsibility
- Have the skills to help maintain an effective learning environment

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## St. Dominic's Priory School in Stone

### The job profile for Study Supervisor

<b>JOB TITLE:</b>	Study Supervisor
<b>DURATION / HOURS:</b>	Part-time, term time only with effect from September 2019
<b>PAY:</b>	National minimum wage to HLTA rate (based on experience and qualifications)
<b>SELECTION PROCESS:</b>	<b>Method:</b> Please complete the application form accompanying this booklet <b>Deadline:</b> 5 <sup>th</sup> June 2019

#### Main Responsibilities:

1. Supervise a purposeful study environment and culture for learning for our senior students after school, in an appropriate and responsible manner.
2. Maintain an accurate register of students present during study periods.
3. Liaise with the Deputy Head and other staff as necessary, to ensure group lists are amended or corrected.
4. Support students dealing with any queries.
5. Foster an independent approach to study.
6. Encourage students to ensure that the room is kept tidy.
7. Help to encourage students to maintain a quiet and calm atmosphere conducive to learning.
8. Such other duties as may be reasonably required.

### Person Specification – Study Supervisor

		<b>Essential</b>	<b>Desirable</b>
1	Key Skills and Experience	<ul style="list-style-type: none"> <li>An approachable nature</li> <li>IT literate</li> <li>The skills to help maintain an effective learning environment</li> <li>Demonstrate empathy and patience</li> <li>The ability to develop good personal relationships within a team</li> <li>Good organisation skills</li> <li>The ability to promote the school's aims and ethos positively</li> <li>Maintain confidentiality at all times</li> <li>Excellent attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with young people and/or in a school setting</li> </ul>