

THORNHILL COLLEGE
Culmore Road, Derry BT48 8JF

Tel: 02871355800

POST TITLE: Study Supervisor (Maternity Cover/Part-time/Term-Time)

RESPONSIBLE TO: The General Manager

JOB PURPOSE: To manage all aspects of the Study Centre in order to achieve sound learning.
To give administrative assistance as required.

QUALIFICATIONS AND EXPERIENCE:

- Have a minimum of 5 GCSE or “O” Level passes or equivalent, including English Language and Mathematics
- Have experience in remunerated employment of supervising students in a formal educational setting.
- Experience in the use of ICT.
- Knowledge of Sims.net is desirable.

SALARY SCALE: The terms and conditions of service are those laid down by the National Joint Council for Local Authorities’ Administrative, Professional, Technical & Clerical Services. Salary Scale is SCP 11 (pro-rata).

MAIN DUTIES & RESPONSIBILITIES:

1. Supervise the study centre, maintaining a quiet atmosphere conducive to learning;
2. Administer and assist in the training and implementation of Cued Spelling Programme.
3. Carry out other administrative tasks relating to attendance and punctuality of students;
4. Be aware of students’ whereabouts at all times;
5. Supervise students in activities outside the study area (for instance, accompanying students on visits etc);
6. Assist the office and administration staff as required.

HOURS OF WORK

The hours of work are 13.00 hours / 2 days per week (Thursday and Friday) from 9.00am to 4.15pm with 45 minutes for lunch break (normal full-time hours are 36hpw).

TERMS AND CONDITIONS OF SERVICE

The terms and conditions of service are those laid down by the National Joint Council for Local Authorities’ Administrative, Professional, Technical & Clerical Grades.

TERM TIME / ANNUAL LEAVE ENTITLEMENT

Term time staff are only required to work on days when pupils are in attendance. Normally, pupils attend 185 days per year which equates to 37 weeks per annum. Term-time staff are not entitled to any time off normally during the pupil contact days.

Entitlement to annual leave is 22 days (28 days after 5 years' service) in a full holiday year i.e. 1 September to 31 August, in addition to 13 public and extra statutory holidays pro rata. Entitlement to leave is pro-rata.

As this post is term time only, annual leave entitlement is paid as salary.

GENERAL CONDITIONS OF EMPLOYMENT

Appointments are subject to:

- (a) the Contracts of Employment and Redundancy Payments Act 1965 as amended and in particular the statutory provisions relating to termination of employment and the period of notice
- (b) the provisions of the Local Government Superannuation Act (NI) for the time being in force
- (c) production of satisfactory evidence of health
- (d) clearance of criminal records check
- (e) probationary period of six months
- (f) sickness and maternity benefit regulations as incorporated in the Board of Governor's Scheme for Sickness allowance, details of which are available on request from the General Manager
- (g) retirement at age 65

CANVASSING

Canvassing directly or indirectly will entail disqualification.

This list of duties is not restrictive and requires a degree of flexibility. It may be amended in order to meet the requirements of the College.

Thornhill College is committed to following Child Protection guidelines and procedures as prescribed by DENI and EA.

October 2025