



Study Supervisor

OVERVIEW

Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea has been under the governance of Kildare Ministries.

All staff members are expected to support the College's mission to empower young people to engage in critical reflection leading to positive action for our world. The College community's success is shaped by their energy, skills, talents and shared sense of mission.

In addition, the expectation is that all staff support the Catholic ethos of the College, work with the Leadership Team in ways respectful of the Catholic and Presentation spirit of the College, support the College's Mission statement and assist in the implementation of the Strategic Plan and College Improvement Plan.

Star of the Sea College promotes the safety, wellbeing and inclusion of all students.

CHILD SAFETY

Star of the Sea College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members. All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current Working with Children Check (WWC Check). Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

MAJOR AREAS OF RESPONSIBILITY

- Supervision of Students.
- Coordination of SACs/Outcomes.
- Communication.
- Student Engagement.



MAJOR AREAS OF RESPONSIBILITY:

The following duties are aligned to the major areas of responsibility:

Supervision of Studies	• Mark and maintain student study rolls on SIMON. • Issue Class Passes to students signing into the Studies area, where needed. • Monitor and update data for missed SACs and Outcomes • Maintain a productive working atmosphere in the Study area • Actively supervise all students in the Study area including ensuring that all appropriate rules are followed • Assist students where possible or directing them to other assistance • Ensure appropriate use of technology during study lessons
Coordinator of SACs/ Outcomes	• Coordinate completion of all SACs/Outcomes catchups • Supervise SACs/Outcomes/tests as required • Mark and maintain catchup SAC/Outcomes rolls on SIMON • Ensure all Special Provision Guidelines are followed for specific students • Support and supervise students with special provisions when required • Assist with supervision during the internal examination periods
Communication with appropriate staff	• Communicate with the Subject Teachers/Pastoral Leaders and/or Faculty Leaders as required regarding any student or learning issues • Liaise with the Learning Diversity team in regard to students and Special Provisions
Administration Tasks	• Complete administration tasks as provided by Deputy Principals such as attendance checking

Other duties and responsibilities may be assigned to the Study Supervisor by the Principal or delegate from time to time. The major areas of responsibilities and the duty statement are intended as a guide and are not intended to be an exhaustive list of responsibilities and duties assigned to the position.

This role description is subject to review and modification by the Principal or delegate, in negotiation with the incumbent, in response to the evolving needs of the College and the experience and expertise of the incumbent.



CRITERIA FOR EFFECTIVENESS IN THE ROLE

The effective performance of the Study Supervisor will be due to capabilities, knowledge and attributes across a broad range of the following areas:

- Personal commitment to the College Vision, Mission and Values.
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature.
- Passion for working with young people.
- Well-developed communication skills (personal and written correspondence).
- Diplomacy, discretion and tact as required in a professional work environment.
- Willingness to maintain First Aid and CPR qualifications.
- Ability to work independently with minimal supervision.
- Initiative and aptitude to resolve problems in a constructive manner.

NOTES

As the Study Supervisor is a student focused role, this position is located onsite.

CONDITIONS OF EMPLOYMENT

Direct Report	Head of Senior Studies
Hours of Work	38 hours per week between the hours of 8:30am and 6:00pm, as determined by the Head of Senior Studies and which will vary to meet the operational needs of the College.
Qualifications	Valid Working with Children Check First Aid Qualifications
Classification	1.0 FTE Level 3 Category B ES3-6 Education Support Officer
Salary	Entitlements under the Catholic Education Multi Enterprise Agreement (2022) as updated from time to time
Approved By	Principal
Version	2 – 2026
Amendments	Addition of Hours of Work Update of Overview Addition of Notes