

# 2016 DE Guidelines for Onsite Supervisors

## **The role of an onsite supervisor**

Every student in our distance education is required to have an onsite supervisor. The role of the onsite supervisor is to assist with the environment and motivation of the student and to complete an accurate student attendance record. The onsite supervisor will also help the school to resolve problems with the student's learning and to assist the student to meet the mandatory residential program requirement. The purpose of this document is to provide guidelines to help you to be successful in your role as an onsite supervisor.

## **The duties of an onsite supervisor**

### **1. Developing a suitable learning environment**

- a. The onsite supervisor will develop a suitable learning environment for the student that promotes learning.
- b. A suitable learning environment will include:
  - i. An ergonomic chair & desk suitable for the student
  - ii. Suitable lighting for work
  - iii. Suitable technology and internet bandwidth

### **2. Motivating a distance education student**

- a. The onsite supervisor will help a student with their motivation by:
  - i. Helping the student to adapt the school's timetable so that all of their obligations can be met
  - ii. Using the published school term overview to check if their student is on track with their assessment tasks

### **3. Completing an accurate student attendance record**

- a. The onsite supervisor will complete the training provided by the school on the process for completing attendance in Quickschools
- b. The onsite supervisor will complete the attendance record in Quickschools

### **4. Assisting the school when there is a problem with a student's learning**

- a. The onsite supervisor will raise questions or concerns with the teacher(s) when appropriate

### **5. Assisting the student to meet the mandatory residential program requirement**

- a. The onsite supervisor will organise the travel and logistics required for a student to meet their mandatory residential program requirement

### **6. Assisting the school to maintain integrity in the assessment task process**

- a. The onsite supervisor will assist the school when students participate in examinations and other tests such as NAPLAN.

## **Guideline Review**

These guidelines are reviewed on an annual basis and the most recent version is available on the school website.