

THE DOWNS SCHOOL JOB DESCRIPTION

Job Title: Learning Supervisor	Reporting to: Staff Attendance Manager
Hours: 31.08 hours per week, term time only + 1 INSET day per year to be worked in September	Salary: West Berks Payscale

JOB PURPOSE

To supervise classes where a teacher is absent, using teachers set work to continue learning.

DESIGNATION OF POST AND POSITION WITHIN SERVICE STRUCTURE

Member of a team of associate staff responsible for supervising classes where a teacher is absent. Responsible to Staff Attendance Manger

MAIN DUTIES AND RESPONSIBILITIES

Principle Responsibilities

- To supervise classes where a teacher is absent, to include issuing (not setting) work, class registrations, managing behaviour, responding to students' general queries, ensuring students are working to their full potential, whilst keeping them on task.
- Collect in classwork and homework where appropriate.
- To ensure that there is continued learning for students in the teacher's absence. When necessary take decisions that benefit pupils, e.g., finding suitable additional work.
- To facilitate PDP classes as and when required following the curriculum.
- To provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records, as agreed with the teacher.
- To undertake tutor group registration, including assemblies where a teacher is absent.
- To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour.
- During examination periods to undertake exam invigilation as required.
- To support teachers in the supervision of students on off-site visits, as necessary.
- To be additional support for teachers as requested and when available focus on experience areas.
- To help ensure high standards of behaviour around school at break and lunch times.
- Managing classes effectively, using approaches which are appropriate to student's needs in order to involve and motivate them. Keeping up to date with the strategies used by teaching staff.
- Identifying any causes for concern and liaising with appropriate members of staff.

- To regularly review all challenge and support plans. (when time allows, cover note or on Arbor seating plan.

Accessing OneDrive to update agenda for next team meeting with matter to arise.

- To oversee lunchtime detentions for uniform, equipment, lateness and disruptive behaviour in our lessons Recording information on Arbor
- To print off-cover work in the morning (on a rota basis) collating and distribution to the appropriate staff.
- To attend Monday morning briefing.
- To supervise, if appropriate practical PE classes after reading the risk assessments.
- Undertake appropriate training as and when required. Competency with the use of ITC technological required in the classroom.
- To promote wellbeing of students.
- To complete administrative tasks, as directed by the Staff Attendance Manager.

Learning Supervisors must maintain high standards of ethics and behaviour, within and outside school by:

- proper and professional regard for the ethos, policies and practices of the school
- understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy
- having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's child protection policy is adhered to and concerns are raised in accordance with this policy.
- treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position.
- demonstrating consistently the positive attitudes, values and behaviour which are expected of students
- having a clear understanding of the needs of all students, including those with special educational needs
- having clear rules and routines for behaviour in classrooms and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- having high expectations of behaviour and establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- maintaining good relationships with students and exercising appropriate authority
- managing classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them

- developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- contributing to the PSCHE and tutoring programmes as required

General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meeting the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**THE DOWNS SCHOOL
PERSON SPECIFICATION
LEARNING SUPERVISOR**

ESSENTIAL	DESIRABLE
Excellent personal and social skills	A bright, warm personality
Confidence in dealing with young people	Experience in working with young people
Ability to command and show respect	Experience in exercising authority
A caring and patient personality	Education to degree or similar standard
A good standard of general education	
Initiative and flexibility	
Confidence with ICT	
Excellent organisational skills	
Attention to detail	