

## Job Description

**Cover Supervisor: Learning Mentor**

**Responsible to: Vice Principal**



<b>Job Title:</b>	Cover Supervisor – learning mentor
<b>Salary Grade:</b>	Grade 5 – SCP10 to 15
<b>Hours:</b>	32.5 hrs per week. Term time only including INSET days Monday – Thursday between 8.40 am and 4.00 pm Friday – between 8.30am and 2.15pm
<b>Responsible to:</b>	Vice Principal
<b>Responsible for:</b>	N/A

### Main Job Purpose:

This is primarily a student facing role based in and around the classroom environment. The primary purpose of the “Cover Supervisor – learning mentor” is to supervise and support students who are engaged in learning activities either within, or outside of the regular classroom environment. Sometimes this is due to the absence of the regular class teacher in which case work will have been set in accordance with the school policy.

Cover supervisors – learning mentors will have high expectations of all students and respect the variety of learners that the school supports.

The Learning Mentor role sits as part of the school’s approach to raising standards of attainment and welfare across the school and would require close working with the pastoral team as well as our community leaders and parents.

The role would require the supervision of students in detention at lunchtime and after school sessions and the administration of this centralised system to support the pastoral team.

### Main Responsibilities and Duties

- 1) Undertake activities with whole classes or small groups ensuring their safety; and facilitating their physical, emotional and educational development.
- 2) Register attendance in accordance with school policy.
- 3) Inform students of the work set and ensure that the work is being completed.
- 4) Supervise students engaged in learning activities that have been pre-prepared in accordance with school policy.
- 5) Act as a role model and set high standards and expectations of conduct and behaviour.
- 6) Manage the behaviour of students whilst they are undertaking learning activities in order to ensure a constructive environment.
- 7) Promote the inclusion and acceptance of all students in the classroom.

- 8) Keep students on task and respond to general queries and maintain a positive and calm learning environment.
- 9) Liaise with appropriate Subject Leader or other departmental colleagues about work set.
- 10) Provide objective and accurate feedback to the teacher concerning the conduct of the session and the behaviour of students.
- 11) Keep appropriate records as agreed with the teacher.
- 12) Promote positive values and good behaviour; deal promptly with incidents in accordance with school policy.
- 13) Comply with all policies and procedures relating to child protection, equal opportunities, Health and Safety, security, confidentiality and data protection.
- 14) Attend relevant school meetings as required and participate in relevant training and development opportunities as required.
- 15) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- 16) Retain the confidentiality of all aspects of school life.
- 17) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 18) Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the school's agreed procedure.
- 19) Undertake such other duties as may be reasonably required appropriate for the level of the post.

### **Contacts and Relationships**

- 20) Regular contact with groups or classes of students. The post holder must establish relationships with students, treat them consistently with respect and consideration, and be concerned for their progress during the period of supervision.
- 21) Model and promote the positive values, attitudes and behaviour expected from students with whom the post holder works.
- 22) The post holder will be expected to challenge behaviour of students.
- 23) On more complex issues or managing difficult or particularly disruptive behaviour the post holder should refer to a teacher.
- 24) Cover Supervisors will respond to general questions and provide general feedback to teachers, but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development) but may be asked to contribute information to help in this.

### **Additionally**

- 25) Supervise lunchtime and after-school centralised detention room and ensure the atmosphere is appropriate.
- 26) Use the school MIS (Management Information System) to register students and inform relevant colleagues of attendance.
- 27) Run daily reports to co-ordinate the detention system.
- 28) Work closely with senior leaders to ensure that the system is appropriately resourced and functioning effectively.
- 29) Communicate with parents regarding any detentions set.