Rugby Free Secondary School

Job Description

Post	**Classroom Supervisor**
Reporting to	Assistant Headteacher
Liaising with	Senior Leadership Team, Parents and Carers, Teaching and Associate Staff
Salary	£21,000 (FTE) AS4 (actual salary £18, 203) Term time only

About Rugby Free Secondary School
We are at the start of a very exciting journey and have worked extremely hard over the last year to create a culture of high expectations across the school, supported every step of the way by our Trust. This has been achieved through the development of strong and positive relationships with staff, students, parents and carers. Our reflective approach means we are always striving to improve in all we do and believe that mistakes are only an opportunity to learn.

Taking and broad holistic approach, we identify the barriers to learning that are likely to affect our students and work relentlessly to address them.

Our aim is for all students in our care to have the capacity to achieve their full potential and for our curriculum to nurture and develop each child's hidden talents throughout their time at RFSS.

It is an exciting time to be working part of the RFSS family and as part of our trust Learning Today, Leading Tomorrow. RFSS opened in 2016, we relocated to our brand-new purpose-built facility in February 2020 and secured 'Good' in our most recent Ofsted inspection (July,2021)

The road hasn't been smooth, but it is a school committed to providing success for all its students and providing a workplace that supports its staff to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFSS and underpin our new core values and we are always looking for dedicated staff who share our ethos and demonstrate our values.

Please find below link to our website with the latest Ofsted report when we were graded as 'Good'.

https://www.rugbyfreesecondary.co.uk/ofsted

Our Values are:

Kindness – The quality of friendliness, generosity, consideration, honesty
Collaboration – The belief that working and learning with others will lead to greater success
Curiosity – A strong desire to know and to learn
Resilience - The ability to recover quickly and learn from the difficulties we face
Respect - To appreciate the importance of understanding and admiration for others and self
Endeavour - The belief that hard work is needed to achieve something we can be proud of

Key duties and responsibilities

To take responsibility for groups or classes of students in the short-term absence of their usual teacher.

General Duties of the Role

Key Tasks

- Supervising work that has been set in accordance with school policy
- Liaising with teaching staff with regard to work set for a class
- Managing the behaviour of students to ensure a constructive environment whilst undertaking work
- Responding to any questions from students about process and procedure
- Dealing with any immediate problems or emergencies in accordance with the school's policies and procedures
- Collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader
- Reporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arising
- Student registration of a class
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction
- To support the work of one or more curriculum areas
- To take part in whole school CPD activities to enhance job effectiveness
- To accompany students on trips, visits and other educational activities
- To undertake a 'duty' as part of the school's duty system (including break and lunch)
- Support the work of classroom teachers when not deployed directly covering a class
- Support and contribute to the development of an "activity bank" of resources
- Support and contribute to the creation and maintenance of classroom displays
- Invigilate internal and/or external examinations
- To support general school administration when demand for cover is low
- To take an active role in the tutor system, supporting tutors when required

To undertake any other duties deemed appropriate for this, or similar pay grade. The nature of the duties and responsibilities may change from time to time.

Professional Development

- To take responsibility for personal continuing professional development
- To take part, as appropriate, in the Trust professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders

- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

General responsibilities of all Rugby Free Secondary School Staff:

- To support the Trust's responsibility to provide and monitor opportunities for the personal and academic growth of students
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- To ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professional conduct
- Observe school hours of 0830 – 1630

Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward in this exciting curriculum area then please get in touch.

To arrange a visit to school or an informal discussion with the Senior Leadership Team, please call Mrs Baljit Mander, Operations Manager on 01788 222060 or email baljit.mander@rugbyfreesecondary.co.uk.

To apply, please, either use

• the quick apply function on the TES website; https://www.tes.com

or

• complete the application form on our website;

https://www.rugbyfreesecondary.co.uk/vacancies

We reserve the right to withdraw this vacancy at any time.

Closing date for applications: Friday 15th October 2021
Interview date: w/c 18th October 2021

Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.