



Location: South Nottinghamshire Academy, Glebe Lane, Cropwell Road, Radcliffe on Trent, Nottingham, NG12 2FQ

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36-40

Hours of work: 28.75 hours per week, term time only

Responsible to: Assistant Headteacher

Post objective: To provide high quality classroom supervision in the event of any teaching staff being absent from work or unavailable. To provide an efficient administrative support service to the school as outlined below.

Main Duties and Responsibilities:

Supervision of students

- Supervising students in class in the absence of a teacher and in accordance with school policy.
- Assisting in preparing the learning environment and the materials used therein.
- Management of student behaviour to ensure a constructive working environment.
- Responding to students about the work that has been set.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with school policy.
- Assistance and support for pupils in the classroom as required by teaching staff.
- Recording and reporting attendance at lessons in accordance with school policy.
- Assisting in exam invigilation under the supervision of the Examinations Officer.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
- To provide TA support for SEN students as directed by the Lead TA
- Tutoring or Mentoring of individual or a group of students as directed by the Deputy Headteacher.
- Supervision of the study room/Isolation/CSU as required.
- Support with the supervision of students during break and lunch time.

Administrative Support

- Supporting with the administrative function of the school as and when required.

General

- Liaise with teaching and operational colleagues over matters relating to your role and any whole school issues.
- To maintain confidentiality at all times in respect of academy related matters and to prevent disclosure of confidential or sensitive information.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might reasonably be regarded as within the responsibilities and nature of the post.

This role involves working in regulated activity and an enhanced DBS clearance is required for this position.