

Copley Academy

JOB DESCRIPTION

Post:	Learning Supervisor
Reporting to:	Operations Manager
Salary Scale:	Band 5
Academy Type:	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 16

JOB PURPOSE

To supervise whole classes during the short term absence of teachers, ensuring pupils remain on-task and achieve the set learning objectives.

KEY RESPONSIBILITIES

- Lead the lesson in accordance with the lesson plan provided
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Respond to any questions from pupils and offer explanations of lesson content within their level of competence.
- Provide feedback to pupils during the lesson in relation to progress and achievement
- Manage behaviour within the classroom and the wider Academy in accordance with Academy policy
- Help pupils to access learning activities through specialist support available within the Academy
- Monitor and evaluate pupils' responses to learning activities through observation and recording of achievement during the lesson.
- Collate completed work after the lesson and return to the appropriate teacher.
- Maintain and update records
- Deal promptly and appropriately with behaviour incidents in accordance with policy
- Administer and assess routine tests and invigilate exams and tests
- Supervise pupils on trips and visits and out of school activities
- Support in form registration as required.
- Assist with the development of resources for use within the classroom
- Update displays and information around the school
- Support the use of ICT in learning activities
- Prepare, maintain and use equipment and resources to meet the lesson plans and support learners in their use

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety and child protection
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.