

NUNNERY WOOD HIGH SCHOOL

JOB DESCRIPTION

Name:

Post: Learning Supervisor

Scale: TA4

Hours: 8.00am-3.05pm, Mon-Fri (30mins lunch),
term time only plus 5 Inset days

Relationships: responsible to Mr Haines and ultimately to the Headteacher

Main Purposes of the Job:

To work collaboratively with teaching staff with their responsibility for the development and education of students by utilising advanced/high levels of specialist skills across a range of specialist disciplines.

To supervise whole classes of students during the short and medium term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Learning Supervisors will also need to respond to questions; generally, assist students to undertake set activities and implement agreed work programmes and offer specialist advice where possible.

When not directed to supervise whole classes, Learning Supervisors will be directed to other tasks including supporting teachers in their specialist subject(s).

Main Responsibilities and Tasks:

SUPPORT FOR STUDENTS

- Use specialist skills, training and experience to support students' physical and emotional needs and to the intellectual and social development of students.
- Establish and maintain productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Respond to any questions from students about process and procedures.
- Develop subject specialism(s) so that more specific advice and guidance can be given to students within those subjects.
- Monitor the needs of individual students and, in conjunction with teaching staff, to develop appropriate measures to acknowledge progress and achievements, overcome problems and to facilitate physical, emotional and education development of students and groups of students.

SUPPORT FOR TEACHERS

- Where possible to collaboratively plan lessons to be supervised within specialist subjects.
- Provide cover for registrations and tutor time.

- Collect any completed work after the lesson and return it to the appropriate teacher, feeding back to the teacher and/or Mr Haines regarding the learning, behaviour and other issues within the class.
- Report back as appropriate using the school's agreed referral procedures on any behaviour of students during the class, and any issues arising.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

SUPPORT FOR THE CURRICULUM

- Supervise work that has been set in accordance with the school policy.
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment.
- Be involved in planning programmes of cover work to be set within specialist subject(s).

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be able to understand and use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
- Use skills and experience to manage safely classroom activities, the physical learning space and resources for which you are responsible.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To take part in the School's process for performance management.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

Notes:

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Signed
Headteacher Post Holder

Date