

Job Description:

Learning Supervisor/Pastoral Assistant

Purpose	<p>To supervise whole classes during the short-term absence of teaching staff. The primary focus when supervising will be to ensure ongoing progress to learning, maintain behaviour and keep students on task. The Lesson Supervisor will respond to questions and generally assist students to undertake activities, which have been set.</p> <p>Additional tasks include preparation and organisation of resources and support to teaching and administration staff when cover is not required.</p> <p>Assist with a range of other duties when not supervising lessons, as directed by the line manager. This may include working alongside teachers to support students, the supervision of the internal exclusion room, supporting employability programmes, specific support for individuals or groups of students, including Pupil Premium and Special Education Needs.</p>
Reporting to	Assistant Headteacher for SEND, Inclusion and Raising Achievement
Salary	Grade 12

Key Responsibilities	<ul style="list-style-type: none"> • To supervise whole classes when teachers are absent, using a provided lesson plan, to ensure ongoing student progress • To register and record student attendance in lessons • To manage the behaviour of students to ensure a constructive working environment • To answer student queries relating to work set • To deal with any immediate problems or emergencies according to Academy policies and procedures • To collect completed work after the lesson, and return it to the appropriate teacher • To record and report behaviour of students during lessons and any issues arising • To assist with other activities relating to the supervision of students including break and lunch duty, trips and visits, Library, Special Educational Needs and Disabilities (SEND) support and other related activities • To work with Learning Support Assistants involved in a lesson where appropriate • To work cooperatively with Heads of Faculty/Subject Leaders and Teachers to share information and working practices on student progress, as necessary • Liaise daily with the Cover Manager and Assistant Headteacher to share best practice within the team • Support the effective running of the Academy's Exit Room • Supervise students who are in Internal Exclusion • Positively engage students who have made poor behaviour choices in or outside the classroom and support them to make a smooth transition back to learning • Promote positive student behaviour in line with Academy policies and help students make the right behaviour choices
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**Supporting
Processes**

- Assist with a range of other duties when not supervising lessons, as directed by the line manager. This may include working alongside teachers to support students, the supervision of the internal exclusion room, supporting employability programmes, specific support for individuals or groups of students, including Pupil Premium and Special Education Needs and students with disabilities, invigilating of exams and/or clerical and administration tasks as required
- Being aware of, and complying with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the Academy
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development, as required
- Assisting with the supervision of students out of lesson times, including before and after school and at break and lunchtimes, as required
- Being flexible to meet the department/student needs
- Accompanying teaching staff and students on visits, trips and out of school activities, as required, and taking responsibility for a group under the supervision of the teacher and other staff

**Additional
Responsibilities**

- To ensure the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required
- Undertake additional duties commensurate with the grade as directed by your line manager
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress
- Attend relevant meetings, participate in training and other learning activities and performance development, as required
- Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's Disciplinary Procedures.

This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	