

## Learning Supervisor/Pastoral Assistant

Permanent from September 2022

32.5 hours per week, term time only

Monday – Friday 8.30 am – 3.30 pm, with a half hour unpaid lunch break

Grade 12 £22571 - £25927 per annum pro rata

Starting Salary £16469

We are looking to appoint an enthusiastic Lesson Supervisor/Pastoral Assistant to join our talented team. You will supervise whole classes, deliver pre-planned lessons during the short-term absence of teaching staff and provide learning support for individuals and groups of students where necessary. This is an exciting post offering an excellent opportunity for an energetic and creative individual to thrive in the dynamic, inclusive and progressive Upper School. The role can be useful experience for those considering a career in teaching.

The primary focus when supervising will be to ensure ongoing student progress to learning, maintain behaviour and keep students on task. The Learning Supervisor/Pastoral Assistant will respond to questions and generally assist students to undertake activities, which have been set by the teacher. To work closely alongside Pastoral leaders on a daily basis supporting the students. Additional duties include preparation and organisation of resources and providing support to teaching staff and students when cover is not required.

### Candidates will need to demonstrate the following:

- Good presence, excellent communication skills, patience, and the ability to understand the needs of students
- Experience of working with, or relating to, young people and having a commitment to their education, development, welfare and aspirations is highly desirable but transferrable skills and professions will also be considered
- Computer literate
- The ability to set clear boundaries and be empathetic and patient
- Ability to use their own initiative, with good planning and organising skills and the ability to adapt quickly to a varied and constantly changing routine
- Work well in a team
- Applicants should be well educated, and ideally have experience of supporting young people either in the classroom or across other contexts. Training will be given

**Closing date: Monday 11 July 2022 – 8.00 am**

**Interview date: to be confirmed**

To apply for this position, please complete a support staff application form, (which is available on our website), together with a letter of application for the attention of Mr D Wiltshire (Headteacher). Your letter should be no more than two pages of A4, detailing your experience to date and why you are the best candidate for the position. Completed applications should be returned by post to the HR Department or by email to [jobs@kovessex.co.uk](mailto:jobs@kovessex.co.uk)

***This post requires a criminal background check via the Disclosure Procedure***