

Job Description

Learning Supervisor/Pastoral Assistant

Post: Learning Supervisor/Pastoral Assistant
Line Manager: Assistant Head Teacher

Job Purpose:

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.

Additional tasks include preparation and organisation of resources and support to teaching and admin staff when cover is not required.

Main Areas of Responsibility:

- 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, Learning Resource Centre, 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 Head Teacher 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

- 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

Supporting processes:

- 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

All Kings of Wessex Academy staff are expected to:

- Ensure that the aims, priorities and policies of the Academy and Wessex Learning Trust are adhered to
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times
- Carry out any other duties as reasonably requested by the Headteacher
- The Kings of Wessex Academy is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern the Academy agreed child protection procedures will be followed alongside implementation of the Academy disciplinary procedures.