
Sandringham School

Job Description



Job Title: Learning Supervisor
Accountable for: Supervising classes during the temporary absence of teachers
Hours: 3 days per week, 5 hours and 40 minutes per day, term time only
Salary: H5 pro rata

Background

In the absence of a teacher, to provide cover and classroom supervision. The core work of the Learning Supervisor will be driven by the Assistant Headteacher with responsibility for cover and the Lead Learning Supervisor.

Core Accountabilities

- Supporting students through teaching and learning by delivering high quality lessons

Job Outline

a) Reason Job Exists

- To supervise classes during the temporary absence of the assigned teacher

b) Key Tasks

- Consult with DoL/appropriate staff regarding work set so that the requirements are fully understood
- To provide students with clear information and instructions relating to the work they are to complete
- To supervise work that has been set by a teacher
- Register students according to the school procedure
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment
- Respond to any questions from students about process and procedures
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Provide additional learning activities if work is complete before the session is finished
- Collect completed work after the lesson and pass to the appropriate teacher
- Report, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising
- Undertake CPD and observations as required
- Attend selected INSET days
- Attend morning briefings to ensure communication is fluid and of a high standard
- Assist with general administration tasks in the event that no cover supervision work is required

c) Equalities

- Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop

d) Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person

e) Additional Information

- The jobholder is required to contribute to and support the overall aims and ethos of the school

- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices

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.

Further information

Supervision

- The post holder is managed by the school's Lead Learning Supervisor.

Job Context

- The post is to provide cover for whole classes during the temporary absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment.
- The post holder will not engage in 'active' teaching

Contacts

- The post holder works directly with teachers and students

Knowledge, Experience and Training Requirements

Essential

- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English
- Competence in the use of ICT
- Ability to work with a minimum of supervision and within a team

Desirable (although training will be provided)

- Experience of working with children of the relevant age
- Experience of managing whole classes without a teacher present
- Understanding of the curricular requirements of the schools, these to include statutory requirements
- Competence in the use of ICT to support teaching and learning
- Ability to manage students in a classroom setting