**JOB DESCRIPTION**

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| **Job Title:** | Learning Supervisor | **Salary:** | West Berkshire Grade F  Pro rata for term time only | |
| **Hours:** | 32.5 hours per week, Term Time only + 1 Inset day in September | **Responsible to:** | Staff Attendance Manager | |
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| **JOB PURPOSE** | | | | |
| * To introduce work to students, set by a subject specialist, and support the students with their learning in the absence of the classroom teacher. | | | | |

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| **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE** |
| * Line Managed by the Staff Attendance Manager * To be responsible to the Head Teacher (overall pattern of work) |

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| **MAIN DUTIES AND RESPONSIBILITIES** | |
| **All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:**   * Proper and professional regard for the ethos, policies and practices of the school * Understanding and acting within The Downs School’s policies and guidelines, including the School’s Code of Conduct and ICT policy * Having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school’s protection policy is adhered to and concerns are raised in accordance with this policy. * Promoting equality as an integral part of the role and to treat everyone with fairness and dignity. * Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School’s Health and Safety policy and all school-specific procedures/rules that apply to this role.   **Principle Responsibilities**   * To supervise classes where a teacher is absent, to include issuing (not setting) work, managing behaviour, responding to students' general queries, ensuring students are working to their full potential, whilst keeping them on task. * Collect in classwork and homework where appropriate. * To ensure that there is continued learning for students in the teacher’s absence. When necessary take decisions that benefit pupils, e.g., finding suitable additional work. * To facilitate PDP classes as and when required following the curriculum. * To provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records, as agreed with the teacher. * To undertake tutor group registration, including assemblies where a teacher is absent. * To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging students to take responsibility for their own behaviour. * During examination periods to undertake exam invigilation as required. * To support teachers in the supervision of students on off-site visits, as necessary. * To be additional support for teachers as requested and when available focus on experience areas. * To help ensure high standards of behaviour around school at break and lunch times. * Managing classes effectively, using approaches which are appropriate to student’s needs in order to involve and motivate them. Keeping up to date with the strategies used by teaching staff. * Identifying any causes for concern and liaising with appropriate members of staff. * To regularly review all challenge and support plans. * To oversee lunchtime detentions for uniform and equipment. Recording information on TDS. * To print off cover work in the morning (on a rota basis) collating and distribution to the staff. * To attend Monday morning briefing. * To supervise, if appropriate practical PE classes after reading the risk assessments. * Undertake appropriate training as and when required. Competency with the use of ITC technological required in the classroom. * To promote wellbeing of students. * To undertake other duties as directed by the Staff Attendance Manager.   **Learning Supervisors must maintain high standards of ethics and behaviour, within and outside school by:**   * proper and professional regard for the ethos, policies and practices of the school * understanding and acting within School’s policies and guidelines * having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school’s child protection policy is adhered to and concerns are raised in accordance with this policy. * treating students with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to professional position. * demonstrating consistently the positive attitudes, values and behaviour which are expected of students * having a clear understanding of the needs of all students, including those with special educational needs * having clear rules and routines for behaviour in classrooms and taking responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy * having high expectations of behaviour and establishing a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly * maintaining good relationships with students and exercising appropriate authority * managing classes effectively, using approaches which are appropriate to students’ needs in order to involve and motivate them * developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support * contributing to the PSCHE and tutoring programmes as required |

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| **General**  This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.  The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.  This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.  This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.  The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher. |

**PERSON SPECIFICATION**

**Learning Supervisor**

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| **KEY CRITERIA** | **ESSENTIAL** | | **DESIRABLE** |
| Qualifications and Training | * Good standard of general education to A level * GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy * Working knowledge of national curriculum | | * Qualified First Aider |
| **Competence Summary**  (Knowledge, abilities, skills, experience) | * Able to work as part of a team * Able to work on own initiative * Good organisational ability * Able to communicate effectively with children, parents and other staff * Able to motivate and encourage pupils * Awareness of child protection and bullying issues * Aware of and willing to promote the school’s social inclusion policies and practices * Confident with ICT – including office packages, photo-copier. * Able to maintain high levels of confidentiality and discretion * Able to present information to different audiences | | * Experience of working with children in relevant age range * Experience of managing behaviour of young people * Experience of working with children with special needs |
| **Work-related Personal Requirements** | * Mature and professional manner * Conscientious with commitment to providing a high quality of service * Good timekeeping, attendance and flexibility * Open minded, friendly and proactive * Calm and caring, including when under pressure * Self-motivated and ability to meet deadlines | |  |
| **Other work requirements** | * Patient and resilient | |  |