

JOB DESCRIPTION LEARNING SUPERVISOR

Name:

Scale:

3D

Responsible to:

Assistant Headteacher

Job Purpose:

**To cover in the absence of a teacher by supervising students who are carrying out work set by the teacher in advance.
To provide support for designated subject teams and other general administrative tasks.**

Main Duties and Responsibilities:

1. To supervise students in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for students.
2. To ensure that the work set by the teacher is carried out in accordance with the school's strategy. To check that students have appropriate equipment and materials to enable them to complete the tasks set and answering students' questions about process and procedures.
3. To support expectations of student behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
4. To deal with any emergencies or problems which occur, in line with the school's policies and procedures.
5. To ensure that completed work is collected at the end of the lesson and returned to the teacher.
6. To report to the teacher or other staff after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of students.
7. To assist subject teams with stock control, ordering stationery and texts, maintaining class records, administration connected with examinations and other administrative tasks.
8. To assist with display work, preparing resources, photocopying etc.
9. To carry out other administrative tasks as needed.
10. To assist in the Achievement Support Centre when required and to help supervise our Library when required.
11. To invigilate examinations.
12. To supervise students on educational visits.
13. To assist with whole school lunchtime supervision arrangements.
14. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Assistant Headteacher.
15. To attend staff meetings, participate in performance management arrangements and undertaking training and development as required.

16. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information.
17. To practice and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
18. To undertake other duties of a similar level and responsibility as may be required from time to time.

Employee Signature:

Signed:

Date:

Line Manager Signature:

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