



VERULAM
SCHOOL

Headteacher: Julie Richardson

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Learning Supervisor

Job Title: Learning Supervisor

Responsible to: Behaviour Co-ordinator / Behaviour & Safeguarding Officer
Deputy Head – Pastoral

Main Purpose: To manage the learning of students who are in the Learning Room and ensure they make progress in line with their individual targets and needs.

37 hours per week for 39 weeks per year (Term time plus INSET)

H5-9 £21,529 (pro rata figure £18,332)

Fixed Term – July 2022

Key Purpose of Role

The purpose of the Learning Room Supervisor is to work as a member of the school's pastoral team, alongside teaching staff and the Special Education Needs Department to ensure that every pupil achieves their potential through the provision of targeted support and intervention.

The Learning Room Supervisor will be line managed by the Behaviour Coordinator, and will work closely with the, Heads of Years and the Pastoral Officers under the designated school pastoral system.

The main responsibility will be to take ownership of the Learning Room to provide a purposeful learning environment for students to continue their progress when in temporary isolation from the main body of the school.

The role will also involve a mixture of dealing with difficulties around the school in terms of pastoral support and working within our pastoral team to support parents / carers of pupils with behavioural and attendance issues.

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Jobs Specific to this Post:

Specific Roles for the Exclusion Room Learning Supervisor

The purpose of the Exclusion Room Learning Supervisor is to be a flexible and supportive member of staff who can assist Heads of Year and Pastoral Leaders in the effective daily management of the pupils, as well as providing a supportive framework for individual and group intervention as necessary. The nature of the role is such that flexibility and self-motivation are crucial to success, however the main three areas of work are outlined below:

1. Daily liaison with teachers, Heads of Department, Heads of Year and Pastoral Leaders regarding pupils and daily compilation of work.
2. Leading on the administration and follow up of detentions.
3. Investigating incidents in the school when tasked to do so and providing summary reports and recommendations to Heads of Year / Deputy Head.

Other areas of work include:

- Collection and management of the delivery of work for absent pupils
- Working with groups of pupils or mentoring individual pupils to improve progress and positive attitudes towards school.
- Responsibility for issues that arise, when Heads of Year and Pastoral Leaders are teaching.
- Supporting the pastoral team by undertaking other duties eg cover for student services.

Progression of Pupils

The Learning Room Supervisor will assist in ensuring that all aspects of Pupil Progress are managed effectively, as below:

- Contribution to Achievement Assemblies
- Management of Rewards and Sanctions: suitable and consistent intervention

General Welfare of Pupils

These tasks may also be undertaken as part of the daily routine of the Learning Room Supervisor, under the guidance of the Behaviour Coordinator and Heads of Year.

- To assist in enforcing sanctions and discipline for the school, in accordance with school policy
- Assisting in the daily organisation of logistical and administration matters: meetings with parents and other agencies.

Review Arrangements

Progress on all aspects of this job will be reviewed on a regular basis with targets identified and agreed within the performance management process.

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

December 2021

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