



Midsomer Norton
Schools Partnership



Job Description – Lesson Supervisor

Home School: Frome College

Grade: 4 points 7 - 10

Responsible to: Business Manager/ Cover Supervisor

Hours of Work: 32.75 hours per week, 5 days a week, 8.15am – 3:15pm Monday, Tuesday, Wednesday and Friday and 8am – 3:15pm Thursday. Term time and inset days.

Job Purpose: To manage and support classes during teacher absence where work has been set by a qualified teacher and can be carried out independently by pupils. Additional support includes preparation and organisation of resources and support to teaching staff and students when cover is not required. To provide cover for the Cover Supervisor where necessary, providing a back-up support service e.g. during periods of sickness absence or when emergency cover is required.

Main Duties and Responsibilities

- To maintain a constructive learning environment
- To supervise pupils, ensuring they work on task
- To support pupils, where appropriate, offering advice and guidance to pupils of all ages and abilities in order that their work is of a high standard
- To maintain behaviour and discipline of pupils in line with school policies
- To work with appropriate senior staff to ensure that school policies are adhered to
- To report back to teachers setting work or their line manager
- To carry out various duties within subject departments when cover not required, i.e. worksheet preparation and admin tasks
- Provide occasional cover for the Cover Supervisor where necessary e.g. sickness absence, including the update of Arbor to ensure that classroom teacher cover is provided.

School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department and adhere to them at all times
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post
- Carry out lunch or break time duties around the College.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Physical Effort & Working Environment

- The postholder will not be exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day to day office environment. The postholder will not be expected to undertake any physical effort/strain over and above what would normally be incurred in a day to day office environment.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Evidence of a good basic education.
A friendly and calm manner.
The ability to relate well to both children and adults
Understanding of principles of child development and needs of individual students
To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
Ability to effectively use ICT to support learning and effectively keep and maintain records. Good working knowledge of Microsoft Office, internet, email, use of photocopier etc.
Ability to make decisions
Desirable
Appropriate knowledge of general first aid
Working knowledge of national curriculum and other relevant learning programmes/strategies/codes of practice

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

Post Holder:

Name: _____

Signature: _____

Date: _____