

**ROBERTSBRIDGE COMMUNITY COLLEGE JOB DESCRIPTION**

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| <b>Job Title:</b>      | Lesson Supervisor                                                                            |
| <b>Pay Scale:</b>      | East Sussex Single Status Grade 5                                                            |
| <b>Last updated:</b>   | September 2024                                                                               |
| <b>Responsible to:</b> | Director of Assessments and Cover Operations                                                 |
| <b>Hours</b>           | 32.5 hours per week (term time only), 8.30 am – 3.30 pm daily with a 30-minute unpaid break. |

**Job Purpose (Main purpose of the role)**

In the absence of the class teacher, to work as a lesson supervisor in the school or department under the supervisory arrangements established by the school.

**Key Responsibilities at RCC**

To work under the RCC Teaching and Learning, Behaviour and Rewards policies ensuring a consistent approach to cover.

**Key Responsibilities and Tasks**

1. To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
2. To develop curricular knowledge as required by the school
3. To apply the school's behaviour management policy and report any difficulties to the class teacher/headteacher
4. To cover any duties i.e. break and lunch duties as and when required by the College
5. To set homework previously prepared by the teacher
6. To mark elements of class work and homework under the guidance of the class teacher
7. To undertake observations of the pupils and contribute to pupil records
8. To administer (and mark) class tests
9. To attend school/department meetings to contribute to the discussions about individual pupils
10. To attend Parents' Evenings, as required, to contribute to the discussions about individual pupil's progress
11. To provide consistent and effective support in line with the requirements and responsibilities of your role
12. To take part in training activities offered by the school and county to further knowledge
13. To supervise the work of the Teaching Assistant in class
14. To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities
15. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

**Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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|----------------|---------------------|---------------------|
| <b>Signed:</b> | <b>Post Holder:</b> | <b>Date:</b>        |
| <b>Signed:</b> | <b>Headteacher:</b> | <b>Review Date:</b> |

### PERSON SPECIFICATION

|                                   | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable Criteria | Method of Assessment/<br>Source of Information                             |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------|
| <b>Key Skills &amp; Abilities</b> | <ul style="list-style-type: none"> <li>• Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• Ability to use language and other communication skills that pupils can understand and relate to</li> <li>• Able to converse at ease with customer and provide advice in accurate spoken English</li> <li>• Ability to establish positive relationships with pupils and empathise with their needs</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task</li> <li>• Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</li> <li>• Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills</li> <li>• Ability to assist in the recording of lessons and</li> </ul> |                    | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul> |

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                       |                                                                            |
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|                                       | <p>assessment as required by the teacher</p> <ul style="list-style-type: none"> <li>• Ability to offer constructive feedback to pupils to reinforce self-esteem</li> <li>• Ability to work effectively and supportively as a member of the school team</li> <li>• Ability to work within and apply all school policies e.g. behaviour management, child protection, Health &amp; Safety, Equal Opportunities</li> </ul>                                                                                                  |                                                                                                       |                                                                            |
| <b>Education &amp; Qualifications</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• NVQ Level 3 for Teaching Assistants or equivalent</li> </ul> | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul> |
| <b>Knowledge</b>                      | <ul style="list-style-type: none"> <li>• A good standard of education particularly in English and Mathematics</li> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> <li>• Knowledge of SEN Code of Practice</li> <li>• Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils</li> </ul> |                                                                                                       | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul> |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>• Experience of supporting children in a classroom environment</li> <li>• Experience of using Information Technology to support pupils in the classroom</li> <li>• Experience of common ICT applications such as Microsoft Office or equivalent</li> </ul>                                                                                                                                                                                                                        |                                                                                                       | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul> |
| <b>Personal Attributes</b>            | <ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> </ul>                                                                                                                                                                                                                                                                                                                                |                                                                                                       | <ul style="list-style-type: none"> <li>• Application/ Interview</li> </ul> |

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|--|-----------------------------------------------------------------------------------------------------------------|--|--|
|  | <ul style="list-style-type: none"> <li>Willingness to maintain confidentiality on all school matters</li> </ul> |  |  |
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### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

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|-----------------------------------------|--------------------------|
| Using display screen equipment          | X                        |
| Working with children/vulnerable adults | X                        |
| Moving & handling operations            | <input type="checkbox"/> |
| Occupational Driving                    | <input type="checkbox"/> |
| Lone Working                            | <input type="checkbox"/> |
| Working at height                       | <input type="checkbox"/> |
| Shift / night work                      | <input type="checkbox"/> |
| Working with hazardous substances       | <input type="checkbox"/> |
| Using power tools                       | <input type="checkbox"/> |
| Exposure to noise and /or vibration     | <input type="checkbox"/> |
| Food handling                           | <input type="checkbox"/> |
| Exposure to blood /body fluids          | <input type="checkbox"/> |