

## JOB DESCRIPTION

<b>Job Number:</b>	<i>For office use only</i>
<b>Department:</b>	Education
<b>Section:</b>	Frome Community College
<b>Job Title:</b>	Lesson Supervisor
<b>Reports To:</b>	Assistant Principal
<b>Main Purpose of Job:</b>	
<p>To supervise whole classes during the short-term absence of teaching staff. The primary focus when supervising will be to ensure ongoing progress to learning, maintain behavior and keep students on task. The Lesson Supervisor will respond to questions and generally assist students to undertake activities, which have been set.</p> <p>Additional support includes preparation and organisation of resources and support to teaching staff and students when cover is not required;</p> <p>To provide cover for the Cover Manager where necessary, providing a back-up support service e.g. during periods of sickness absence or when emergency Cover is required.</p>	
<b>Main Responsibilities and Duties:</b>	
<p>To supervise and manage classes of students, individuals and small groups, supporting students to undertake work set in the short-term by classroom teachers.</p> <p>Work cooperatively with Heads of Faculties, Subject Leaders, Teachers and the Cover Manager to share information and working practices on student progress, as necessary. Liaise daily with the Cover Manager/Assistant Principal Teaching &amp; Learning and share best practice with other Lesson Supervisor team members.</p> <p>Promote a positive and safe environment in line with the Behavior for Learning Policy, safeguarding, health &amp; safety and all other college policies, dealing promptly with conflict and incidents, encouraging students to take responsibility for their behavior</p> <p>Manage the behavior of students whilst they are working to ensure an appropriate learning environment, which is purposeful, progressive and supportive.</p> <p>Assist with a range of other duties when not supervising lessons, as directed by the Cover Manager, Assistant Principal or other members of the Senior Leadership Team (SLT). This may include working alongside teachers to support students in core subjects, the supervision of students in the Internal Exclusion Room, support college employability programs, withdrawal lessons, specific learning support for individuals or groups of students, including Pupil Premium (PP) and Special Educational Needs' Students (SEN) invigilating exams and/or clerical and administration tasks, as required.</p> <p>Provide occasional cover for the Cover Manager where necessary e.g. sickness absence, including the update of SIMS (School Management Information System) to ensure that classroom teacher cover is provided. <b>NB</b> the post holder will be required to start work at 7.20am on these occasions. Where possible, an earlier finish time that day will be agreed or time off in lieu will be awarded for any additional hours worked.</p>	

Undertake training and professional development programs provided by the College as necessary.

Carry out lunch or break time duties around the College.

Promote the developing and implementing of structured teaching and learning activities, monitoring and evaluating students' responses to learning activities, recording progress and achievement in lessons and providing objective and accurate feedback to teachers

## SUPPORTING PROCESSES

### Problem Solving and Creativity:

Ability to adapt to promote student-centred learning styles and to facilitate inclusion in the classroom.

Explore and experiment with innovative ways to work with students to promote engagement in learning and positive outcomes for students

Become a reflective practitioner, always seeking process improvement, learning from others as well as sharing best practice with colleagues to promote creativity and problem solving

### Decision Making:

Will work within prescribed guidelines to provide support to teaching and learning throughout the school. Refers complex issues to Assistant Principal T&L or teaching staff for guidance. Must have a willingness to work in a flexible manner to support the curriculum

### Physical Effort and Working Conditions:

There maybe some manual lifting of books/equipment

### Contacts and Relationships:

Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the college safeguarding policy can be found on [www.fromecollege.org](http://www.fromecollege.org) from the Designated Safeguarding Lead (DSL) or Child Protection Officer (CPO)

This role requires regular contact with Students, Senior Staff, Teaching & Support Staff and Parents – providing support across all departments and faculties and includes making the Cover Manager aware of any suggestions for improvement where necessary.

### Additional Information:

A willingness and ability to work with young people aged 13-19 to support them achieving their potential.

### Knowledge, Skills and Experience: (To be completed by the Line Manager) :

5+ GCSE A-C (inc English and Maths) and/or experience in a similar field.

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder:..... Date: .....

Line Manager:..... Date: .....

Designated Senior Manager: ..... Date: .....

## PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Lesson Supervisor	Grade: 13

### 1. Skills and Abilities

No	Description	Method of Assessment
	<b>Essential</b>	
1.1	Ability to learn and implement new skills and retain information	Application form/interview
1.2	Ability to quickly adapt, learn and implement new techniques	
1.3	Good interpersonal skills	
1.4	Enthusiasm, willingness to learn new skills and take on new challenges.	
1.5	Ability to work on own initiative and good planning and organising skills e.g. ability to plan a work schedule.	
1.6	Ability to work effectively with young people.	
1.7	Ability to relate effectively with staff at all levels	
1.8	Flexibility to meet the operational needs of the College.	
1.9	Mature approach to working with young people, including an understanding of and respect for professional boundaries	
	<b>Desirable</b>	
1.9	Good sense of humour	Application form/interview
2.0	Willingness to take part in the wider College community of activities	

### 2. Knowledge/Qualifications

No	Description	Method of Assessment
	<b>Essential</b>	
2.1	5+ GCSE A-C (inc English and Maths) and/or experience within a similar field	Application form/interview
2.2	Computer literate	
	<b>Desirable</b>	
2.3	Learning styles	Application form/interview
2.4	Teaching qualification	

### 3. Experience

No	Description	Method of Assessment
3.1	<b>Essential</b> Experience of working within a team	Application form/interview
3.2 3.3	<b>Desirable</b> Experience of working in a similar role or in a teaching/coaching capacity Experience of working with young people or in a school environment	Application form/interview