



Executive Head Mr Simon Harris
Perry Common Road, Erdington, Birmingham, B23 7AT

- 2.19 Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- 2.20 Undertake routine marking in line with school policy
- 2.21 Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 2.22 Undertake joint home visits as appropriate.

Support for the school

- 2.23 Support the development and effectiveness of team work within the school environment.
- 2.24 Develop and maintain working relationships with other professionals.
- 2.25 Liaise with parents as appropriate.
- 2.26 Review and develop own professional practice.
- 2.27 Work as required across the curriculum and in all Key Stages within the school in accordance with the requirements of the role.

Support for the curriculum

- 2.28 Support the use of information and communication technology in the classroom
- 2.29 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.30 Ensure tasks are carried out with due regard to Health and Safety
- 2.31 Participate in appropriate professional development including adhering to the principle of performance management.
- 2.32 Adhere to the ethos of the school
 - 2.32.1 Promote the agreed vision and aims of the school
 - 2.32.2 Set an example of personal integrity and professionalism
 - 2.32.3 Attendance at appropriate staff meetings and parents evenings
- 2.33 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

OBSERVANCE OF THE ACADEMY'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED:

3.1 **Supervising Officer's Job Title:** Class Teacher / Form Tutor

3.2 Level of Supervision:

- 1. Regularly supervised with work checked by supervisor
- 2. Left to work within established guidelines subject to scrutiny by supervisor
- 3. Plan own work to ensure the meeting of defined objectives

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised i.e. through others)



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Post Title	GRADE	NO OF POSTS	Level of supervision (as in 3.2 above)
None			

- Use 1, 2 or 3 as in 3.2