

JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	Senior Lesson Supervisor
Reports To:	Assistant Principal
Main Purpose of Job:	
<ul style="list-style-type: none"> • Manage all aspects of the cover requirements for absent staff both teaching and non-teaching. • To supervise whole classes during the short-term absence of teaching staff to ensure on-going progress to learning, maintain behaviour and keep students on task. • Liaise regularly with Assistant Principal on cover situation. • To provide support to Assistant Principal and HR Manager. • The role will consist of 3.5 hours coordinating cover administration and 4 hours classroom based. 	
Main Responsibilities and Duties:	
<p><u>Team-leader Responsibilities</u></p> <p>Manage the college's emergency and planned absence system, making decisions based on cover requirements and approving where applicable. Liaise with the Assistant Principal when necessary.</p> <p>Allocate staff, both internal and external, to cover lessons as required, following the Rarely Cover Procedures.</p> <p>Manage the daily workloads of the Cover Team by delegating lesson supervisors to lessons and other areas of support within college, as and when required.</p> <p>Liaise and provide guidance and direction to School Administrator for processing admin work relating to planned absence requests.</p> <p>Check and approve time sheets for external and internal supply, liaise with finance and HR team to ensure time sheets are submitted for payment in a timely manner.</p> <p>Work in close consultation with the Assistant Principal to oversee effective management of the school cover diary, identify pressure points and recommend action as appropriate.</p> <p>Provides reports on cover allocations, as requested by the Assistant Principal.</p> <p><u>Lesson Supervisor Responsibilities</u></p> <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 Departments, Subject Leaders, Teachers, SLT and the HR Manager to share information and working practices on student progress, as necessary.</p>	

Promote a positive and safe environment in line with the Behaviour for Learning Policy, safeguarding, health & safety and all other college policies, dealing promptly with conflict and incidents, encouraging students to take responsibility for their behaviour.

Manage the behaviour of students whilst they are working to ensure an appropriate learning environment, which is purposeful, progressive, and supportive.

Assist with a range of other duties when not supervising lessons, as directed by the 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, On-Call, 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.

Complies in all respects with the requirements of the Data Protection Act and maintains strict confidentiality.

Undertake break / lunch duties as part of the college duty rota system.

Facts and Figures:

Staff: 150 approx.

Students: 1300 approx.

SUPPORTING PROCESSES

Problem Solving and Creativity:

Generally works within prescribed guidelines.

Post holder needs to be adaptable and flexible to address different demands at short notice.

Regular interruptions to work.

Majority of tasks need to be completed by a deadline and are often time sensitive.

Decision Making:

Make decisions on allocation of staff to cover lessons

Physical Effort and Working Conditions

The role will consist of 3.5 hours coordinating cover administration and 4 hours classroom based.

Office based working with extensive use of ICT

Classroom based working – there may be some manual lifting of books/equipment.

Contacts and Relationships:

Contacts with external supply staff and agencies as well as all teaching & support staff in the College.

Must be able to build professional relationships with teaching staff and with senior staff recognizing the appropriate time to refer issues on.

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 Assistant Principal aware of any suggestions for improvement where necessary.

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 procedure can be obtained from the SENCO/Child Protection Officer

Additional Information:

A willingness and ability to work confidently and professionally with young people aged 13-19 to support them in achieving their full potential,
You will be expected to undertake any other duties as directed by your line manager that falls within this grade.

Knowledge, Skills, Training and Experience:

5+ GCSEs (A-C or equivalent) including English and Maths
Experience in a similar field is preferred, but not essential

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

Job Holder:

Date:

Line Manager:

Date: