



JOB DESCRIPTION

Job Title: Learning Supervisor

Grade: G4

Hours: 35 hours per week, term time only plus 5 teacher training days

Status: Permanent

Job Purpose:

- To provide cover supervision in the event of the short term absence of teaching staff within Finham Park School
- To provide in-class support to other learning activities with Finham Park School
- To assist with the monitoring and administering of the Behaviour for Learning system operated at the school
- To invigilate examinations as required (either as whole group supervision or reader)
- To assist with lunchtime supervision as required

Main Duties and Responsibilities:

(a) Cover Supervision

1. Supervise whole class to undertake work/activities that have been set by teachers in accordance with the School policy, including introducing and closing the class
2. Take the register in accordance with school procedures
3. Manage the behaviour of students whilst undertaking cover supervision to ensure a constructive environment
4. Encourage students to interact and work co-operatively with others and engage all students in activities
5. Respond appropriately about process and procedures relating to the learning activity
6. Deal with any immediate problems or emergencies according to the school's policies and procedures
7. Collect any completed work after the lesson, returning it to the appropriate teacher
8. Ensure that communication links with the appropriate teacher are established to ensure continuity is maintained



9. Report back, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising

When not required to cover for absent teachers, other duties will be carried out by arrangement with the Technical Services Lead or Assistant Headteacher responsible for pastoral activity."

(b) In Class Support

To assist with various learning activities as directed by a class teacher – activities will vary according to the subject/age of students but could include working with individual students or small groups, escorting students to Library Resource Centre, assisting with the supervision of school visits

(c) Behaviour for Learning

- Supervise the students in the Wellbeing Hub
- Process the teacher referrals including written notification to parents (using the school data base system in line with the data protection requirements)
- Analyse the data collected and provide statistical information to pastoral staff

(d) Exam Invigilation

Assist as part of a team in invigilating examinations, either internal or external exams. This may include group support or individual support such as reading or amanuensis.

(e) Lunchtime Supervisor

Assist as part of the lunchtime supervisor team as required

General:

The Postholder must carry out his or her duties with full regard to the school's Equal Opportunities Policy

Duties which include processing of any personal data must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

The Postholder will be included in the school's performance management system as it is applied for all staff

The Postholder should have knowledge of and compliance with relevant school policies and procedures

The Postholder will perform any other duties and responsibilities within the range and scope of the job description and the salary grade