



Job Description

POST: Learning Supervisor

REPORT TO: Assistant Headteacher (Teaching and Learning).

CONTRACT INFORMATION:

- **Salary: Grade 12 = £28,598 - £32,061 (actual salary £24,816 - £27,821)**
- **Working Weeks: Term time + all INSET days + 5 days during school holidays**
- **Full time, 37 hours a week (8.30am - 4.30p.m. Mon – Thurs & 8.30 – 4.00 p.m. Fri) or similar working pattern by negotiation.**

Main Purpose of Job:

To supervise the learning of whole classes during the short-term and planned absence of the class teacher as they undertake the work set. To supervise after school provision. To support in the invigilation of tests and examinations, to accompany staff and pupils on educational visits, and to provide other learning based administrative and pastoral support.

Main Responsibilities and Duties:

Under the overall direction of the Assistant Headteacher (Teaching and Learning).

- Supervise the work of whole classes set by their subject teacher in accordance with school policy.
- Register and record student attendance in lessons.
- Answer student queries about process and procedures relating to the lesson and the work set.
- Manage the behaviour of students to ensure a constructive learning environment.
- Deal with any immediate problems or emergencies according to school policies and procedures.
- Collect completed work after the lesson and returning it to the appropriate teacher.
- Report back, as appropriate, using the School's agreed referral procedures about the behaviour of students during the lesson and any issues arising.
- Assist with other activities relating to the supervision of students e.g. during tutor time, during

examinations and tests, and on school trips.

- Supervise and support after school clubs and activities as required within overall working hours.

When not required to directly supervise students, support is provided to specific Departments. This work will include the production of display work and classroom resources, trip organisation, assistance with ordering, student extraction from lessons, general classroom support.

- Other general duties appropriate to the role.
- Along with all members of staff, the post holder has a duty to fully comply with all safeguarding procedures, ensuring students are kept safe.

Facts and Figures:

Robert Blake Science College is an 11-16 Secondary School with approximately 1100 students, and approximately 140 staff.

Problem Solving and Creativity:

A variety of interpersonal and classroom management techniques are needed to maintain a good working environment to facilitate appropriate learning.

Decision Making:

Within the agreed school policies, guidelines and rules, decides when and how to apply a range of supervision/behaviour strategies to ensure that all the students are appropriately engaged on the work set or behaving in ways which do not put at risk their, or others, health and safety. These decisions usually need to be made immediately to deal with the situation presented although guidance and support will be readily available from teaching staff and more complex decisions will be referred to a senior member of the teaching staff.

Physical Effort and Working Conditions:

A normal school environment although there will be an involvement in external school activities such as PE and educational visits for which rigorous risk assessments will have been conducted.

Most of the working day is spent sitting or standing. There are physical risks associated with intervention in incidents of challenging behaviour, including aggression, which may be encountered with certain students.

Contacts and Relationships:

There is frequent contact with staff, particularly senior teaching/pastoral staff, to receive and provide information and guidance about work set, student behaviour, conduct and attendance. There is frequent contact with students to supervise and direct their learning, and to control the learning environment.

The post holder will supervise students of all secondary school ages and abilities and will have the task of maintaining good order and discipline to ensure effective learning takes place but without the opportunity to engage directly with pupils in their learning activities. This may make the establishment and maintenance of productive relationships with all pupils a more difficult and challenging objective than it would be for other staff engaged in supporting and delivering learning.

Knowledge, Skills and Experience:

5 GCSEs (or equivalent) at grade A* - C, including English and Mathematics.

Excellent organisational, communication and interpersonal skills. A commitment to young people, their welfare, education, and personal development.

Must have good ICT skills.

Adaptability, use of initiative, reliability, and resilience are essential.