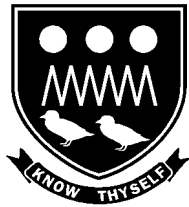


Harlington Upper School



Learning Supervisor (up to 30 hours per week)

Harlington Upper School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records

Background Information

The purpose of this post is to cover lessons in a teacher's absence. This is a very important role in the school, helping young people to maximise their potential and supporting the school community as a whole.

This post may be suitable for someone with an interest in developing a career in school or as the first steps to a career in teaching.

The person appointed will:

- work directly with students aged 13 to 18 in school;
- be confident liaising with students, teachers, and support staff;
- have a genuine interest and enthusiasm for working within the demanding environment of an Upper School and Sixth Form with the satisfaction of helping young people to learn.

The school will provide essential training to ensure that the Learning Supervisor is equipped to undertake the role.

It is our expectation that Learning Supervisors will actively support our Faculty and Student Support teams by assisting with display work and co-ordination of resources. Precise areas will be dependant on the interests and skills of the persons appointed. This ensures a variety of tasking for the Learning Supervisors over the course of a week.

This post is for up to 30 hours per week, term time only

HARLINGTON UPPER SCHOOL

JOB DESCRIPTION

JOB TITLE:	Learning Supervisor
RESPONSIBLE TO:	Cover Manager/Business Manager
JOB PURPOSE:	In the absence of a teacher, to supervise students who are carrying out work set by the teacher in advance
SALARY:	NJC Level 3D £18,870 - £20,541 (Actual Salary £13,264 - £14,438)

Main duties and responsibilities:

1. To supervise students in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for students.
2. To ensure that the work set by the teacher is carried out in accordance with the school's policies.
3. To support expectations of student behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to.
4. To follow the school's policies and procedures.
5. To ensure that completed work is collected at the end of the lesson and returned to the teacher.
6. To report to the teacher after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of students.
7. To supervise students before school, after school and at break times in accordance with the school's duty rota system.
8. To assist in the general efficient operation of the school, including general administration and/or clerical duties as required.
9. To attend staff meetings, participate in performance management arrangements and undertaking training and development as required.
10. To invigilate examinations.
11. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
12. To undertake tasks of a similar nature and level, as directed by the Headteacher.

Learning Supervisor: Person Specification

Essential	Desirable
<i>Qualifications</i>	
Educated to GCSE level (or equivalent) with English and Maths at grades A*-C	Educated to A2 / A level / Level 3
<i>Skills and Experience</i>	
Previous experience of working with young people	Previous experience in a school classroom support role
Understanding of the educational system and National Curriculum	Knowledge of behaviour management strategies
Willingness to undertake training	
<i>Personal Attributes</i>	
Ability to work effectively as a member of a team	
Ability to be flexible and work on own initiative	
Good communication and interpersonal skills	

If you wish to apply, please complete an application form and submit a brief letter of application, outlining why you are a suitable candidate for this post.