

NORTH LINCOLNSHIRE COUNCIL JOB DESCRIPTION

<u>Job Title:</u> Learning Supervisor	<u>Service Unit</u> Education, Learning & Achievement
<u>Post Number:</u>	<u>Division:</u> Schools
<u>Grade</u> 5	<u>Business Unit/Section</u>
<p><u>Overall Purpose of Job:</u></p> <p>To supervise pupils / students in learning activities during the absence of teaching staff.</p>	
<p><u>Main Responsibilities:</u></p> <ol style="list-style-type: none"> 1. To undertake classroom supervision including an active role in the delivery of the lesson planned by the absent teaching staff and ensuring any relevant information from the lesson is communicated effectively 2. To collate a bank of supervision of work for curriculum areas in liaison with Curriculum Leaders / Class Teachers. 3. To deliver pre-set work programmes to students. 4. To lead tutorial sessions including registration, delivery of messages, escorting classes to assemblies etc. 5. To undertake examination and test invigilation (both internal and external) maintaining rules set by the external examination boards and in-house regulators. 6. To use judgement to determine when to provide appropriate interventions to facilitate students learning. 7. To assist with personal and pastoral support for pupils. 8. To be responsible for and supervise after school detentions . 9. To undertake appropriate interventions to ensure the consistent application of the school behaviour management policies within the classroom. 	

KNOWLEDGE, SKILLS & EXPERIENCE

- Knowledge and experience of the school behaviour policies.
- Knowledge and experience of the way teachers interact and work with students in classroom situations.
- Knowledge and understanding of working with pupils.
- Knowledge of strategies which help and promote good behaviour and discipline.
- Knowledge of pupil development.
- Experience of working with pupils in small groups.
- Ability to use and set up visual aids for use with pupils.
- Good communication skills both verbal and written;
- Basic counselling/mediation skills;
- Tact and persuasive skills;
- Time management and organisation skills.
- Basic ICT capability.

Creativity and Innovation:

- Monitors and is responsive to pupil learning and behaviour at all times by making adjustments to supervised activities.
- Monitors and is responsive to pupil personal needs and communication.
- Communicates effectively with teachers and other professionals whenever the need arises and recognises the need to communicate.
- Collate and maintain appropriate learning materials for use in the absence of pre-determined work being set.

Decision Making:

- The post holder will be expected to assist pupils in their studies by providing short term tuition when learning difficulties are experienced
- Determines when additional resources are required to facilitate the learning of pupils in the classroom
- Discusses with academic staff strategies for supporting the learning activities of pupils
- Implements agreed de-escalation strategies to minimise risks of pupil behaviour becoming disruptive or d
- Takes action to meet pupil needs to avoid unacceptable behaviours arising.
- Responds to on the spot incidents requiring immediate attention/decisions on/off the school premises without direct contact with a senior member of staff.

Contacts and Relationships:

Teachers - in daily contact with subject teachers.

Pupils – in daily contact with pupils in normal lessons.

Other Staff – in daily contact with support staff who are involved in lesson support work.

Parents – shares information about pupil progress.

Responsibility for Resources:

- The postholder will be personally responsible for their own learning resources to the value of £ 100
- They will also be responsible for resources teachers have left out in their classroom

WORK ENVIRONMENT

Work Demands

Ensuring cover is provided punctually for timetabled lessons.

Disruptions will be caused by the absence of teachers.

Physical Demands

The postholder will have significant periods of physical activity including standing, bending, crouching, lifting, turning.

Working Conditions

Works in classrooms for most part of the day. These may be noisy and may vary in temperature and ventilation.

May be involved in after school activities as well as off-site activities.

Work Context:

At risk when dealing with behavioural and confrontation issues with pupils.

May be at risk from verbal abuse / emotional harm.

Position in Organisation

Indicate how many staff the post is directly accountable for: None

Are posts managed/supervised in more than one location? No

Is the supervision shared with another post in the structure? No

Please indicate which post(s)	N/A
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Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description

Date copy sent to Post holder

CJLC
April 2004