

## NORTH LINCOLNSHIRE COUNCIL JOB DESCRIPTION

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

### **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

