

THE RADCLIFFE SCHOOL

INSPIRE AND ACHIEVE

Learning Supervisor

£14,157.70 per annum
(Based on working 31 hours per week, 39 weeks per annum)

Candidate Information



Learning Supervisor

£14,157.70 per annum

(Based on working 31 hours per week, 39 weeks per annum)

An exciting opportunity has arisen for a dedicated and experienced individual to join our school as a Learning Supervisor to facilitate the highest possible standards of learning and achievement for our students.

Our Learning Supervisors are expected to deliver pre-prepared work to classes of students in the absence of the class teacher. The successful candidate will be responsible for managing the learning and behaviour of the students in their care and will also be required to provide other supervisory and administrative duties, including providing in-class support as a Teaching Assistant. The ability to be able to cover PE lessons is desirable, but not essential.

The successful candidates will be expected to work flexibly around the school. Suitable candidates will enjoy working with young people and be adaptable and calm in their manner. An excellent sense of humour is essential along with effective organisation, communication and management skills.

The successful candidates will:

- be passionate and enthusiastic about young people's education
- have a very good level of literacy and numeracy
- have experience of working with and motivating young people
- be driven to learn and develop their own skills
- be very well organised and efficient
- have high expectations of student's behaviour and attainment
- be flexible and willing to teach in KS3 and KS4
- be open to advice, feedback and guidance from colleagues

This is a unique opportunity to take on an important role in a forward thinking school and to work with committed and collaborative staff.

Please contact Jo Moloney, Personnel Manager, on 01908 682 289 or go to www.radcliffeschool.org.uk for more information about the post and an application form. The deadline for applications is Friday 18 October 2019.

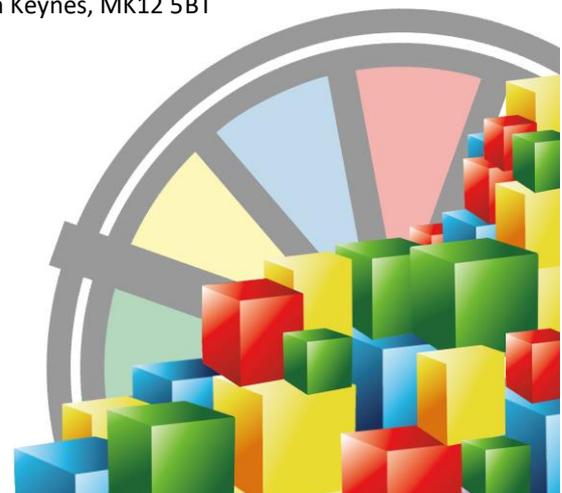
The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Aylesbury Street West, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

www.radcliffeschool.org.uk

Headteacher: Paula Lawson



LEARNING SUPERVISOR JOB DESCRIPTION

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

Specific responsibilities include:

- Deliver pre-prepared work to students in the absence of the class teacher.
 - Supervising students in lessons.
 - Helping departments to prepare the learning environment and the materials used therein.
 - Assisting with the management of student behaviour to ensure a constructive working environment.
 - Responding to students about the work that has been set.
 - Collecting any work completed after the lesson and returning it to an agreed person/place.
 - Setting homework previously prepared by the teacher.
 - Leaving the room in good order at the end of the lesson.
 - Recording and reporting attendance at lessons using the school's systems.
 - Helping to invigilate exams under the supervision of the Exams and Data Manager.
 - Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of students during the class and any other issue arising.
 - Dealing with any immediate problems or emergencies.
 - Following school policies and procedures especially those relating to child protection and health and safety.
 - Developing your curricular knowledge.
- When not required to supervise a lesson, provide in-class support as a Teaching Assistant. This will include:
 - Prepare classroom as directed for lessons and clear afterwards and assist with the display of students' work.
 - Be aware of student problems, progress and achievements and report to the teacher as agreed.
 - Support students to understand instructions.
 - Support students in undertaking literacy and numeracy tasks as directed by the teacher.
 - Support students in using basic ICT as directed.
 - Prepare and maintain equipment and resources as directed by the teacher and assist students in their use.
 - Assist with the supervision of students out of lesson times, including before and after school.
 - Accompany teaching staff and students on visits, trips and out of school activities as required.
 - Keep curriculum area displays up to date and eye catching.

The school expects its Learning Supervisors to:

- Support students' learning activities.
- Promote positive behaviour.
- Help to keep students safe.
- Prepare and maintain the learning environment.
- Use ICT to support students' learning.
- Invigilate tests and examinations.
- Escort and supervise students on educational visits and out-of-school activities.
- Develop and promote positive relationships.
- Develop and maintain working relationships with other practitioners.
- Reflect on and develop own practice.



PERSON SPECIFICATION: LEARNING SUPERVISOR

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Experience in a relevant or similar role. • Willingness to work flexibly when required. • Excellent numeracy and literacy skills / GCSE (or equivalent) in Maths and English. • Willingness to undertake induction training. • Qualification in first aid at work, or willingness to become qualified. 	<ul style="list-style-type: none"> • Honours degree (2:2 or above) • Certificate/participation in relevant training or equivalent knowledge skills and experience. • Qualification in first aid at work, health and safety, fire prevention, IT user certificate (ie ECDL). • Experience of covering/teaching/coaching PE lessons. 	Application form and interview
Experience	<ul style="list-style-type: none"> • Experience of working with children or young people and supporting their learning and other development. 	<ul style="list-style-type: none"> • Experience in a similar role, supported by in service training related to the national curriculum, behaviour, child development or healthcare. • Previous experience in a school environment. • Knowledge of relevant polices / codes of practice & awareness of relevant legislation. 	Application form and interview
Knowledge	<ul style="list-style-type: none"> • Effective use of ICT packages. • Use of relevant equipment/ resources • Good understanding of the differing educational needs of children. • Awareness of Child Protection. • Comprehension of what constitutes a Child Protection issue and what should be done about it. 	<ul style="list-style-type: none"> • Knowledge of relevant polices / codes of practice & awareness of relevant legislation. • Knowledge and understanding of the National educational initiatives and of current educational practice. • Knowledge and understanding of health and safety practices and procedures including risk assessments and current practices. 	Application form and interview
Practical Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. • Strong inter-personal skills. • Ability to identify own training & development needs & cooperate with Line Manager to address these. • Ability to use and integrate ICT as part of the learning process. • Excellent numeracy and literacy skills. • Excellent written and oral skills. • Excellent communication skills. • Willingness to develop knowledge of how to use specialist equipment / resources. • Team player. 		Application letter and interview
Personal Attributes	<ul style="list-style-type: none"> • To be reliable and punctual. • To have a polite, friendly and flexible approach to work. • To have a good sense of humour. • To follow instructions • To keep calm and professional at all times. 		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



HOW TO APPLY

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or jo.moloney@radcliffeschool.org.uk.

Application Form

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

Equal Opportunities Monitoring

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to the Headteacher to arrive by the closing date.

Shortlisting

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

References for shortlisted candidates

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

Disabled applicants

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview, please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

