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**JOB DESCRIPTION**

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| **Post Title:** | Learning Supervisor | | |
| **Salary:** | Grade 4 | **Hours:** | 36.40 per week term time only |

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| **Purpose of post** | 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 for set periods in accordance with school policy. To provide administrative support where required. | | | |
| **Key areas of responsibility** | * To supervise pupils, in the absence of a teacher, whilst they undertake work previously set by teaching staff in accordance with school policy. * To create a purposeful and orderly environment in which pupils can work. * To assist pupils in the completion of work set and facilitate peer assessment and correction of the work under the direction of the Curriculum Leader. * To assist with the supervision of pupils out of lesson times including before and after school and during school trips. * To manage the behaviour of pupils in accordance with the school behaviour policy. * To respond to questions from pupils with regard to the set work where appropriate. * To collect completed work after the lesson and return to the appropriate teacher. * To ensure that the classroom is left in good order at the end of a lesson. * To record and report attendance at lessons in accordance with school policy. * To deal with any immediate problems or emergencies in accordance with school policy. * To assist with the display of pupils work when required. * To assist with exam invigilation under the supervision of the examinations officer. * To undertake routine marking of pupils work using an explicit mark scheme that does not require interpretation or professional judgement, for example, multiple choice tests. * To complete relevant paperwork and collate statistics as required. * To immediately report any concerns with regard to health and safety and child protection. * To support teachers in the classroom where appropriate. * To provide general administrative support e.g. photocopying, filing, word processing. | | | |
| **General Responsibilities** | * To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. * To uphold and promote the values and the ethos of the school. * To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. * To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. * To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. * To attend and participate in relevant meetings as appropriate. * To undertake any other additional duties commensurate with the grade of the post. | | | |
| **Contacts** | Pupils, staff, parents, carers and guardians, and visitors to the school | | | |
| **Relationships to other posts within the department** | Line managed by: Deputy Headteacher  Supervision given to: | | | |
| **Special Conditions** | DBS Disclosure required - Enhanced | | | |
| **Job Description Review**  (This job description may be reviewed at any time, subject to the needs of the school, and amended in consultation with the post holder). |  | **Date** | **Name** | **Post Title** |
| **Prepared** | 04/09/2019 | Garrie Smith | Business Manager |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |