



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **Ready to Learn Supervisor**

**BOW SCHOOL**

**44 TWELVETREES CRESCENT,**

**BOW, LONDON, E3 2QW**

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## Person Specification



### **Experience and Education:**

- English and Maths GCSE grade C and above
- Experience of working in a mentoring role desirable
- Background in youth work or schools is desirable

### **Skills and abilities:**

- Ability to establish and maintain effective working relationships with teachers and support staff
- Excellent I.T. skills (Microsoft office, email, internet etc.)
- Willingness to learn new skills and acquire new areas of knowledge
- Excellent verbal and written communication skills; able to interact effectively with staff, parents, students and outside agencies
- Able to prioritise work load
- Ability to show initiative in meeting the needs of students with challenging behaviour
- Ability to adhere to existing school working practices and procedures
- Ability to work as part of a team
- Ability to model good working relationships

### **Knowledge & Understanding of:**

- Inclusive practices in education
- The need for confidentiality
- Knowledge and understanding of equalities issues and policies how they work in an educational context

### **Other specific requirements:**

- Commitment to the safeguarding of children and an understanding of policy and practice in this area
- A knowledge of working practice in the education sector and/or schools
- Good records of attendance and punctuality

**THIS POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

## JOB DESCRIPTION



<b>Post Title:</b>	Ready to Learn Supervisor
<b>Purpose:</b>	To ensure the well-being and safety of all students To implement systems and strategies for students exhibiting challenging behaviour To contribute to a reduction in internal and fixed term exclusions
<b>Reporting to:</b>	Director of Learning (Pastoral)
<b>Resources responsible for:</b>	Ready to Learn Room Ready to Learn Assistant
<b>Working Time:</b>	Full Time, Term Time Only, 35 hours per week;
<b>Scale/Grade</b>	Scale 6
<ol style="list-style-type: none"> <li>1. To supervise the school's Ready to Learn Facility</li> <li>2. To maintain a daily log of the Ready to Learn Facility for SLT, Director of Learning, Heads of Year, and others (as appropriate).</li> <li>3. To support the Director of Learning (Pastoral), through logging on information, in their preparation of analysis of use of the Ready to Learn Facility</li> <li>4. Maintain appropriate standards of behaviour in Ready to Learn Facility in line with school policy.</li> <li>5. Challenge and motivate students to engage proactively in work, and reflection, whilst in the facility. Promote and reinforce high levels of self-esteem.</li> <li>6. Monitor Ready to Learn emails and ensure appropriate duty staff are informed of where to offer support</li> <li>7. Where appropriate, attend to 'Ready to Learn' support requests from staff and/or direct Ready to Learn Assistant to do so</li> <li>8. Prepare, as appropriate, to welcome students into the Ready to Learn Facility including those removed from lessons and/or internally suspended settling them in and ensure they understand expectations</li> <li>9. Supervise high quality completion of the online Ready to Learn Curriculum, reflection activities and restorative conversations</li> <li>10. Support students in reflecting on their conduct, promoting self-awareness and strategies students can use to prevent these from reoccurring.</li> <li>11. Support, where appropriate, students in conducting effective restorative conversations with members of staff</li> <li>12. Maintain a record of discussions with students, reporting to the relevant member of staff.</li> <li>13. To report any safeguarding concerns as per school systems and policy.</li> <li>14. To log behaviour incidents and information on Arbor in line with whole school practice.</li> <li>15. Oversee the work of the Ready to Learn Assistant</li> </ol>	

16. To report all attendance and any absences in Ready to Learn to the Attendance Officer.
17. To develop the Ready to Learn room displays and environment to promote high expectations of learning and conduct and sense of achievement
18. To work with AHOYs and GAs to ensure that all break times and lunches are covered
19. Where possible, in quieter periods, maintain a regular system of visits to 'hotspot' lessons to proactively and preemptively support students
20. Oversee the school's centralised 60-minute detention
21. To participate in training as relevant for the development of the facility and the continued improvement of behaviour within the school
22. To be a first aider – training provided

### **Other Specific Duties**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.