

***Job Description***

# Post Title: Learning Supervisor

## Hours: 30 hours per week

 Term Time Only plus Inset Days

# Reporting To: Vice Principal (Curriculum)

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| **Key Activities** |
| * To undertake whole class supervision in the absence of a teacher, setting work previously prepared.
* To develop curricular knowledge as required by the Academy.
* To apply the Academy’s behaviour and standards policies and report any difficulties via the established procedure.
* To assess elements of class work and homework under the guidance of the class teacher or Department Leader.
* To undertake observations of the students and contribute to student records.
* To supervise the work of Teaching Assistants linked to any supervised groups of learners.
* To attend Academy/department meetings to contribute to the discussions about individual students as required.
* To attend Parents’ Evenings, as required, to contribute to the discussions about individual student’s progress.
* Invigilate internal and external examinations when required.
* Register and record student attendance.
* Provide students with the necessary resources for their learning.
* Inform class teachers / Department Leaders / Achievement Leaders as appropriate about the behavior of students during the class and any issues arising.
* To manage resources effectively and ensure learning are left tidy and ready for the next lesson.
* To collect any completed work after the lesson and return it to the appropriate teacher.
* To provide consistent and effective support in line with the requirements and responsibilities of your role.
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| **Accountability** |
| * To be responsible for collecting and organising a range of resources to deliver a range of high quality learning opportunities.
* For the inclusion and acceptance of all pupils within the classroom.
* To be aware of particular pupils’ specific needs as identified in IEP’s.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
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| **Other Specific Duties**All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support Staff will also:* model the ethos and vision for the Academy
* to continue personal professional development as required
* to actively engage in the performance review process
* support whole Academy acts of worship and prayer for the day.

It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints’ Academy.The academy 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. |