Job Description

Job title	Learning Supervisor
Reporting to	You will have a named line manager (e.g. a HLTA, Learning Manager or a Senior Leader)/
Grade / Salary	Ark Support Staff, Grade 7, Scale Point Range 18 - 23

The Role

- To provide classroom supervision for students where colleagues are absent from duty for up to three days of their absence;
- To maintain accurate records during the usual teacher's absence, e.g. feedback to the teacher and accurate registers.

Key Responsibilities

The post holder will:

- Complement the professional work of teachers by taking responsibility for agreed learning activities. These activities can be for individuals/groups of whole classes on a short-term basis.

Teaching and Learning

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs;
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives;
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence;
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment;
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence;
- Provide pastoral support to students;
- Receive and supervise students excluded from, or otherwise not working to, a normal timetable;
- Attend to students' personal needs and provide advice to assist in their social, health & hygiene development;
- Participate in comprehensive assessment of students to determine those in need of particular help;
- Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans;
- Support provision for students with special needs;
- Establish productive working relationships with students, acting as a role model;
- Develop 1:1 mentoring arrangement with students and provide support for distressed students;
- Promote the speedy/effective transfer of students across phases and integration of those who have been absent;

- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance;
- Challenge and motivate students, promote and reinforce self-esteem;
- Provide feedback to students in relation to progress, achievement, behaviour, attendance etc.;
- Liaise with feeder schools and other relevant bodies to gather student information;
- Support students' access to learning using appropriate strategies, resources etc;
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate;
- Monitor and evaluate students' responses and progress against action plans through observation and planned recording;
- Provide objective and accurate feedback and reports as required, to other staff on students' achievement, progress and other matters, ensuring the availability of appropriate evidence;
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested;
- Assist in the development and implementation of appropriate behaviour management strategies;
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links;
- Assist in the development, implementation and monitoring of systems relating to attendance and integration;
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs;
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning;
- Determine the need for, prepare and use specialist equipment, plans and resources to support students;
- Clerical/admin support e.g. dealing with correspondence, compilation/ analysis/reporting on attendance, exclusions etc., making phone calls etc.

Contribution to whole school

- Comply with, and assist, with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students;
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students;
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others;
- Deliver out of school learning activities within guidelines established by the school;
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Responsibilities for people (line management)
• Manage other teaching assistants;
• Liaise between managers/teaching staff and teaching assistants;
• Hold regular team meetings with managed staff;
• Represent teaching assistants at teaching staff/management/other appropriate meetings;
• Undertake recruitment/induction/appraisal/training/mentoring for other Learning Support Assistants.

Responsibilities for Resources
• Effective use of materials and resources

Responsibilities for Budgets
• None

Performance Management and Review

- •Objectives and professional development plans will be balanced between Ark, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Ark Appraisal Policy.

Core responsibilities and duties
All postholders are required to:

- Ensure that you understand and comply with Ark Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Ark safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Ark Pontefract Region Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of Ark;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

Other

- Actively promote the safety and welfare of our children and young people

- Ensure compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Learning Supervisor

Qualification Criteria

Essential

- 4 or more GCSEs at Grade 4/Grade C or higher, including English and Maths. (or equivalent grades/qualifications);

Desirable

- Level 3 Qualification (NVQ, A Level, BTEC) or equivalent relevant to role;
- Education to degree level or equivalent relevant experience;
- Understanding of Safeguarding and Child Protection issues;

Experience

Essential

- Experience of basic technology, PC, internet, MS office packages;
- Previous experience of working with children of the relevant age range in a learning environment;
- Experience of working with or supporting SEN/D students or students with behavioural issues;

- Experience of dealing with a variety of situations;

Desirable

- Experience of monitoring and recording progress of learners
- Understanding of First Aid;

Knowledge, Skills and Abilities

Essential

- Work as an effective team member and apply directions/instructions;
- Working Knowledge and experience of supervising groups of young people
- Ability to actively seek learning opportunities from prepared/ set work;
- Ability to relate well to children and young people
- Able to apply written and verbal instructions
- Able to set up basic, and routinely use, equipment and resources under the instruction of the teacher;
- Able to organise self to plan and complete tasks;
- Able to communicate effectively with young people and adults (Parents, other staff)
- Initiative to support learning, with guidance and support from the teacher
- High personal standards
- Able to seek support when required
- An excellent record of attendance and punctuality;
- Respect confidentiality

Desirable

- Reliability, integrity and stamina
- Commitment to personal development and learning

Other

- Right to work in the UK;
- Commitment to equality of opportunity and the safeguarding and welfare of all students;
- Willingness to undertake training;
- This post is subject to an enhanced DBS check;

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this link.