



The Knights Templar School

JOB DESCRIPTION

TITLE OF JOB : **Learning Supervisor**
GRADE : **H6**

To supervise classes during the temporary absence of the assigned teacher based on the cover work provided.

MAIN AREAS OF RESPONSIBILITY

Relationships

- The Post-holder is responsible to the Headteacher and to the Leadership Team.
- The Post-holder also interacts with other professional colleagues and should establish and maintain productive relationships with them.

Supervising classes

- To register students according to the school procedure during daily registration and lessons.
- To support students' learning as effectively as possible by supervising classroom activities using the cover work supplied or under direction of the Head of Department.
- Consult with the Head of Department if work is unclear or inadequate.
- Provide additional learning activities if work is completed before the session is finished.
- Manage the behaviour of students whilst they undertake the work set, ensuring a constructive environment.
- Respond to any questions from students about process and procedures.
- Help students to complete work set.
- Leave the room in good order at the end of the lesson.
- Establish a supportive relationship with students.
- Deal with any problems or emergencies according to the school's policies and procedures.
- Liaise with the head of department if work is unclear or inadequate.
- Collect completed work after the lesson and pass to the appropriate teacher.

Supporting the school

- Liaise, advise and consult with other members of staff as required.
- Attend such meetings with students, parents, governors and outside agencies as may be necessary.
- Attend relevant in-service training
- To invigilate internal and external exams when required
- To accompany visits and field trips as required
- During periods where class supervision is not required, to assist with other student centred and administrative tasks as requested.
- To cover any absent Teaching Assistants if required.
- To support a school department as required.
- To offer support in the Pupil support Room if required.
- Be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.

PERSON SPECIFICATION

The successful candidate will need to be able to demonstrate that they:

- have excellent communication skills
- are educated to at least A level or equivalent
- are highly motivated and organised
- are able to work effectively on their own and as part of a team
- are able to motivate and inspire students to learn
- are willing to contribute to the broader life of the school
- are willing to participate in training and performance management and development
- have a sense of humour