



**The Sacred Heart Language College
186 High Street, Wealdstone, Harrow, Middlesex, HA3 7AY**

**“CONFIDENT IN GOD’S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE”**

Job Description

COVER SUPERVISOR / LEARNING MENTOR

To contribute to the work of the school in raising standards by ensuring purposeful learning in supervised lessons.

Tasks, Duties, Responsibilities

1. To be responsible for supervising classes in the absence of the subject teachers.
2. To know and understand good learning strategies, and to implement these so that the pupils being supervised are focused and purposeful in their work.
3. To liaise with the appropriate member(s) of staff so as to ensure that work has been set and that the requirements of it are fully understood.
4. To give clear information and instructions relating to the work to be completed by the pupils.
5. To liaise with the subject teacher, in particular ensuring that work and information from the lessons is returned to the appropriate teacher.
6. To ensure the good order and safety of the pupils being supervised.
7. To know and implement the school’s Behaviours for Learning Policy.
8. To keep accurate attendance records of pupils in the supervised lessons.
9. To work with small groups of individuals as a learning mentor.
10. To undertake other administrative duties as reasonably directed by the Headteacher.

As a member of staff, the post holder will contribute to the whole life of the school by:

- a) attending all necessary meetings, including professional development and appropriate working party meetings.
- b) Supporting the aims and ethos of this Catholic school
- c) Supporting whole school policies