

## JOB DESCRIPTION – Staff Cover Supervisors & Guided Learning Mentors

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<p><b>Postholder:</b></p>	<p>Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching &amp; learning experiences.</p> <p><b>Job Purpose:</b> To support teaching staff in delivering the highest quality learning experiences in order that all our students achieve their potential.</p> <p>To support the outcomes of young people by performing the following Duties and Responsibilities:</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To value and contribute to the school's achievement culture, to its commitment to raising standards of performance, and to its ethos and culture.</li> </ol> <p><i>A: Lesson Cover</i></p> <ol style="list-style-type: none"> <li>2. To undertake general duties and responsibilities relating to lesson cover.</li> <li>3. To accurately interpret the work set for students by absent teachers.</li> <li>4. To support students, and clarify (on an individual basis if necessary) the instructions given.</li> <li>5. To maintain discipline and order within the classroom.</li> <li>6. To implement all whole school policies so that students' learning and health &amp; safety are consistently supported.</li> <li>7. To undertake training appropriate to the needs of the role.</li> <li>8. To be responsible for the best use, supervision and security of any resources within the classroom.</li> <li>9. To be responsible for the teaching room with regard to its good order, appearance and health &amp; safety issues.</li> <li>10. There may be occasions when cover is required at LPBS.</li> </ol> <p><i>B: Cover Duties</i></p> <ol style="list-style-type: none"> <li>11. To ensure students comply with expectations and treat each other and staff with courtesy and respect.</li> </ol>
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*C: Supervision of Guided Learning*

12. To ensure that all students are engaged with the appropriate learning tasks.

13. To support individuals where required.

*D: Library Support*

14. To support the Librarian as required

*E: After School Clubs*

15. Some supervision of after school clubs, independent study or support of detentions may be required. This would be no more than three days per week.

16. To comply with the school's Health and Safety Policy.

17. To undertake any other duties (when not providing lesson cover) that may reasonably be required of you.