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## Job description

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### Learning Supervisor

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**Responsible to:** Principal's P.A.

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

#### Summary of Role

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programme with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short term absence of teachers. The main primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

#### Detailed responsibilities

- To provide high quality support to assist the school in implementing its excellent standard of education and care. To ensure that there is an orderly, safe and structured learning environment for all pupils in the absence of teaching colleagues and that designated work is completed by pupils.
- When carrying out day to day cover, Learning Supervisors will need to respond to questions and generally assist pupils to undertake set activities. Learning Supervisors will take care to follow the academy's policies and procedures when dealing with pupils, thus supporting the academy's ethos and providing continuity for students.
- In the event of longer term absence, a Learning Supervisor will be required to deliver lessons following planning provided by the appropriate Head of Department. There is also a requirement to support the assessment of pupils' work and to provide feedback where appropriate. Where a Learning Supervisor takes longer term responsibility for a class, it is expected that assessment data will be inputted as required.
- A Learning Supervisor will be expected to take on an additional responsibility outside of the timetabled day to support pupil learning and engagement. The precise nature of the responsibility will be negotiated on appointment according to the school need.

## **SUPPORT FOR PUPILS**

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of individual Education Plans.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognizing and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with other and engage all pupils in activities.
- Promote independence and employ strategies to recognize and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

## **SUPPORT OF THE TEACHER**

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support.

## **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

## **SUPPORT FOR THE ACADEMY**

- Be aware of and comply with policies and procedures relating to child protection, health,
- Safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings within normal contractual hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils out of school hours learning activities.
- Supervise pupils on visits and out of school activities as required.

**Special Conditions**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

**Safeguarding Children**

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....