



AUDENSHAW SCHOOL

JOB DESCRIPTION

1. INTRODUCTION:

- 1.1 NAME OF POST HOLDER:**
- 1.2 Post Title:** LEARNING SUPERVISOR
- 1.3 Post Purpose:** To provide classroom supervision for short term teacher absence.
- 1.4 Reporting to:** Class Teachers, Subject Leaders and Heads of Department as appropriate Overseen by the Deputy Headteacher (Curriculum Delivery) and Assistant Head (Assessment) other specified personnel within the department.
- 1.5 Working Time:** 32.5 hours per week Term Time Only
- 1.6 Salary/Grade:** Point 22-25
- 1.7 Disclosure Level:** Enhanced

2. MAIN DUTIES AND RESPONSIBILITIES:

- 2.1** To liaise with the Assistant Head regarding daily cover requirements.
- 2.2** To provide classroom supervision in the absence of a teacher.
- 2.3** To complete administrative tasks eg. class register and provide feedback to the teacher on class progress.
- 2.4** To communicate the work set by the teacher to the pupils.
- 2.5** To respond to questions from pupils about work set and procedures.
- 2.6** To manage the behaviour of pupils according to the School's Good Conduct and Behaviour Policy, maintaining a constructive working environment in the classroom.
- 2.7** To assist with examination invigilation when necessary.
- 2.8** To accompany staff on school day trips if required.
- 2.9** To assist with classroom displays if required.
- 2.10** To provide additional in class support to classroom teachers or carry out administrative tasks if not required for cover.
- 2.11** To facilitate mentoring opportunities for teachers/pupils as required.
- 2.12** To carry out reasonable duties as requested by the Headmaster

3. PROFESSIONAL DEVELOPMENT:

- 3.1 To attend and participate in appropriate meetings.
- 3.2 To participate in training and other learning activities.
- 3.3 To participate in the School's Performance Management for Support Staff process.

4. MANAGEMENT OF RESOURCES:

- 4.1 To oversee the distribution and collection of books, resources and other equipment as directed by the teacher/Subject Leader/Examinations Officer.
- 4.2 To use ICT in learning activities as directed.

5. SCHOOL ETHOS:

- 5.1 To play a full part in the life of the School Community, to support the ethos, rules and regulations and encourage pupils to follow this example.
- 5.2 To comply with the School's policies relating to Health and Safety, Child Protection, Security, Confidentiality and Data Protection, reporting all concerns to the appropriate person.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

6. SIGNATURES:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

As this is a new position, this job description is current at the date of issue below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Teacher)

Signed
(Headteacher)

Dated
(Teacher)

Dated
(Headteacher)