



Job Description Learning Supervisor

Role Purpose	To supervise classes for absent teachers
Accountable To	Deputy Headteacher, Cover Managers and class teachers
Responsible For	Supervising classes for absent teachers
Salary/Grade	Honywood Pay Scale Range 19-23
<ul style="list-style-type: none"> ● To facilitate the learning design set by absent colleagues and give appropriate guidance to youngsters to aid their learning ● To maintain a calm and positive environment in which learners can learn and to ensure learners are aware of the procedures and expectations whilst in the classroom ● To analyse learning that takes place and give feedback to the absent teacher ● To promote positive values, attitudes and good learning behaviour and assisting learners in developing independent learning skills ● To establish respectful and trusting relationships with children, their families and carers and other adults ● To assist with escorting learners on educational visits ● To supervise independent study support sessions for learners after school once a week ● To supervise learners for limited and specified periods including break and lunchtimes ● To attend School and wider based training sessions as required or necessary ● To attend meetings and undertake duties as reasonably required by the Headteacher ● To be aware of and comply with the policies and procedures relating to child protection, security, confidentiality, equal opportunities, GDPR and the health and safety policy of the school ● To carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management 	
Role Specific Responsibilities	
Curriculum	<ul style="list-style-type: none"> ● To work in partnership with the class teachers to support learning as effectively as possible for all learners ● To support the use of ICT in the classroom and develop learners' competence and independence in its use ● To seek to improve curriculum knowledge to have a greater contribution to lesson delivery and design across the school ● To make a positive contribution to the wider life and ethos of the school ● To promote positive learner behaviour in line with school policies
Assessment & Progress	<ul style="list-style-type: none"> ● To contribute to Learning Reviews for the learner and attend any relevant school meetings when required ● To assist in the collection of information for learners when required
Colleagues	<ul style="list-style-type: none"> ● To liaise, advise and consult with members of staff supporting the learners when required ● To work in partnership with the class teachers to support learning as effectively as possible for all learners
Learners	<ul style="list-style-type: none"> ● To establish a positive relationship with learners ● To follow and implement school guidelines on attendance, absence, lateness and uphold the school dress code ● To manage classes effectively, using approaches which are appropriate to learners needs in order to involve and motivate them ● To supervise learners for limited and specified periods including break and lunchtimes ● To take part in educational trips
<ul style="list-style-type: none"> ● Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. ● Employees will be expected to comply with any reasonable request from a manager and/or the Headteacher to undertake work of a similar level that is not specified in this job description. ● Employees are expected to present themselves and to act in a professional manner at all times. ● 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 applicants or continued employment for any employee who develops a disabling condition. 	

Person Specification

Qualifications	Essential	Desirable
Is qualified to GCSE Grade C/4 or above and/or Level 2 English and Mathematics	X	
A Level (or equivalent) education		X
Experience		
Evidence of previous experience working in a school or similar sector		X
Knows and understands what constitutes high quality learner support	X	
Ability to relate well to children and adults	X	
Knowledge/Skills (ability to)		
Knows and understands how support learning can enrich a learner's wellbeing	X	
Ability to manage groups of learners	X	
Ability to think creatively about learning design		X
Ability to work as part of a team	X	
Knowledge and/or willingness to learn how to use different software packages	X	
Have a non-judgemental manner	X	
Ability to anticipate problems, create solutions and identify opportunities	X	
Communicates well with and between staff, learners and parents	X	
Willingness to undertake first aid training as appropriate		X
Personal Attributes		
Commitment to the highest standards of child protection	X	
An enthusiasm and a deep commitment to promoting Honywood School values	X	
A deep commitment to inclusion and equality of opportunity and working with young people	X	
Commitment to continuing professional development activities	X	
Ability to use appropriate interpersonal skills when relating to staff, learners and parents/carers	X	
Demonstrate energy, vigour and perseverance and promote a 'Can Do' philosophy	X	
The ability to work with resilience under pressure and meet deadlines	X	
The capacity to build and maintain strong and effective relationships with all members of the school community	X	
Professional and personal integrity	X	
Energy, enthusiasm and a positive approach to change	X	
Ability to be resilient and constructive when facing challenging situations	X	