



INDEPENDENT LEARNING SUPERVISOR

JOB DESCRIPTION

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| Starting date: | ASAP |
| Hours: | 8.30 – 3.30, term time only This is an ad-hoc, zero-hours post to cover staff absence. |
| Salary: | Scale 5 point 11 (fixed). Commencing salary £12.63 per hour (including holiday pay). |
| Job Purpose: | To supervise whole classes during short-term absence of teachers. To cover registration for absent teachers To give instructions for the lesson as provided Maintain good order and keep pupils on task |
| Responsible to: | Cover Administrator |
| Responsibilities: | Supervise pupils engaged in learning activities Provide objective and accurate feedback to the teacher on pupil conduct |

Duties:

- Act as a role model and set high expectations of conduct and behaviour
- Promote inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries
- Keep appropriate records of pupil conduct and behaviour during the lesson for the teacher
- Promote positive values, attitudes and behaviour
- Collect and study cover work set for assigned lessons. Seeking any clarification necessary
- Arrive promptly to cover lessons
- Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson
- Check attendance
- Give instructions on work left by the absent teacher or Head of Department
- State the learning aims of the lesson
- Arrange the distribution of resources required
- Follow end of lesson requirements from the cover work including any homework instructions
- Ensure that the room is tidy and dismiss in orderly fashion at the correct time
- Act under the professional direction of other teaching staff

APPLICANTS MUST BE EDUCATED TO AT LEAST 'A' LEVEL STANDARD