



SIR FREDERIC OSBORN SCHOOL – JOB DESCRIPTION

LEARNING SUPERVISOR

Job Title:	Learning Supervisor
Grade:	H4
Hours:	8.00am to 3.30pm, term time plus 5 days to include INSET days
Responsible to:	Business Manager through the Assistant Headteacher

Purpose:

- To support students' learning across all Key stages:
This will mostly be by supervising whole classes during the short term absence of teachers. For Key stage 5 students, it will involve supervision of study and mentoring.

Learning supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and keep students on task. Learning Supervisors will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development). Learning Supervisors will not therefore be subject to a 'system of supervision' other than the general supervision applicable to all staff and will act under the professional direction of teachers.

In addition you will be expected to provide:

- Additional in-class support to students' learning when not supervising whole classes
- Examination invigilation as required
- Cover for Form / tutorial time
- Support for the subject area to which you are allocated
- To provide support to the KS5 area of responsibility to which you are allocated
- Lunchtime supervision and after school detention cover

Areas of responsibility:

- **Support for students**
 - Supervise students engaged in learning activities
 - To supervise private study periods in the sixth form study area
 - Promote a positive learning culture, acting as a role model and setting high expectations of conduct and behaviour
 - Promote the inclusion and acceptance of all students within the classroom
 - Keep students on task and respond to general queries
 - Work with small groups of students or individuals in classes/study
 - Mentor KS5 students, as appropriate, to help support them in their studies
- **Support for teachers**
 - Provide objective and accurate feedback to the teacher of the conduct of the lesson/ private study period
 - Keep appropriate records as agreed with the teacher
 - Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
 - Collect completed work after the lesson and pass to the appropriate teacher
- **Support for the curriculum**
 - Support the use of ICT where appropriate
 - Make appropriate use of equipment and resources
- **Support for the school**
 - Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to Line Manager



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- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- To respect confidentiality at all times

Person Specification:

- Responsible for safeguarding/protection of children within their setting
- Successful recent experience of working with children of relevant age
- Good general standard of education including good literacy and numeracy skills
- Induction training for Teaching Assistants will be delivered in order to provide support for Teachers when cover is not required
- Basic knowledge of first aid
- Understanding of relevant policies/codes of practice/legislation
- Working knowledge of ICT to support learning
- Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment
- Enthusiastic and passionate about students' learning
- Ability to work effectively as part of a team and contribute to group thinking, planning etc
- Effective time management
- To be flexible and adaptable
- Follow instructions accurately
- Use own initiative and work independently
- Excellent communication skills with adults and children, verbally and in writing
- Motivate, inspire and have high expectations of students
- Creative approach to problem solving
- Work calmly under pressure
- Committed to personal and professional development
- Ability to critically evaluate own performance
- Awareness of, and commitment to, equalities issues

Additional Information:

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date