****

**Support Staff Job Description**

|  |  |
| --- | --- |
| **Support staff area** | Teaching and Learning |
| **Support Staff Team:** | Learning Logistics team |
| **Post Title:** | **Learning Supervisor** |
| **Purpose:** | To deliver high quality cover lessons whenever the regular teacher is unable to attend. |
| **Reporting to:** | Learning Supervisor Leader |
| **Key Success Indicators:** | * Subject reviews show cover lessons are of a high quality. * Cover review week shows that all lessons are satisfactory or higher, with 50% good or better. * Evidence in the form of a portfolio that demonstrates non qualitative evidence within individual roles. * Students surveys show that 80% believe they receive a good quality learning experience when their normal teacher is absent. |
| **Liaising with:** | Learning Supervisors, LPD’s, teaching staff, DHT (T&L) |
| **Working time:** | Term Time at 37 hrs per week |
| **Salary/Grade:** | Grade 5 |
| **Main (Core) Duties** | |
| **School organisation** | * To work alongside all members of  staff within the zones to ensure the highest standards in the learning environment is fostered and maintained. * To monitor student behaviour and ensure smooth transition between lessons * To carry out break and lunch time supervision as requested * To support the planning and delivery of community time activities * To deliver aspects of the school’s Extended Learning Programme * Following school policies and procedures especially those relating  to child protection and health and safety * Exam Invigilation * Weekly lunchtime & break time duties |
| **Teacher support** | * Supervising the students on work left in accordance with the school policy * Assisting in preparing resources for use in the cover lessons or the learning zone environment. * Collecting any work completed after the lesson and returning it to an agreed person/place * Feeding back to the class teacher on the progress of students * Supervising entry and departure of students in accordance with school policy * Recording and reporting attendance at lessons in accordance with school policy * Assisting in exam invigilation under the supervision of the examinations officer. * Reporting back as appropriate using the schools’ agreed referral procedures on the behaviour of pupils during the class and any other issue arising. * Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate |
| **Student support** | * Responding to students about the work that has been set * Assisting with the management of student behaviour to ensure a constructive working environment |
| **Zone support** | * Leaving the zone or room in good order at the end of the lesson * Dealing with any immediate problems or emergencies according to the schools’ policies and procedures. |
| **Legislation Compliant** | * To be responsible for promoting and safeguarding the welfare of children and young people within the school * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. |
| **Other Specific Duties** | |
| 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.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers  This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title. | |

Date:

Signed: