

## The Folkestone School for Girls - Job Description

### Learning Support Supervisor

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Principal 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. 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.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by actively following school policy & procedures.

<b>Post Title:</b>	<b>Learning Support Supervisor</b>
<b>Post Holder:</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To provide cover for absent teachers and maintain classroom discipline when the teacher is absent;</li> <li>▪ To support Students with their learning;</li> <li>▪ To provide administrative support for the DoL's</li> <li>▪ To erect and maintain displays in corridors and main areas of the school;</li> </ul>
<b>Line Manager:</b>	Allocated Director of Learning
<b>Liaising With:</b>	SLT, DoL's, Teachers, Office Manager, SDL's, SSA (SEN), Mentors, Parents and external agencies
<b>Contract Type:</b>	Part time 30 hours in term time plus inset
<b>Disclosure Level:</b>	Enhanced
<b>FSG Scheme</b>	Band 4
<b>Main/Core Duties</b>	
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>▪ To ensure that the work set for the students during a cover lesson is completed;</li> <li>▪ To ensure students are informed of any homework requirements during a cover lesson;</li> <li>▪ To monitor and control the use and storage of teaching materials, books and equipment during cover lessons;</li> <li>▪ To supervise students whilst they are studying independently and ensure that they study purposefully;</li> <li>▪ To supervise students during tutorial and assembly time;</li> <li>▪ To assist in the educational and social development of the students under the direction and guidance of the Line Manager and subject teachers;</li> <li>▪ To plan learning activities and assist with the development of learning materials under the direction of the Line Manager and subject teachers;</li> <li>▪ To provide learning support for individual students inside and outside the classroom;</li> <li>▪ To liaise with other professionals, for example the Senior Leadership Team Student Development Leaders and the SENCO to ensure that the needs of all students are met;</li> <li>▪ To ensure, if required, that the school library is kept in good order and that the students use the library responsibly;</li> <li>▪ To supervise the use and care of the school fabric and equipment by the students and to ensure their adherence to relevant health and safety regulations;</li> <li>▪ To assist subject teachers with maintaining student records;</li> <li>▪ To liaise with parents as required.</li> </ul>

<b>Administrative Duties</b>	<ul style="list-style-type: none"> <li>▪ To use the lesson monitor registration system and other SIMs applications according to school procedures;</li> <li>▪ To prepare and present displays of students' work;</li> <li>▪ To carry out basic technician duties including the setting up of equipment as and when required for lessons;</li> <li>▪ To support subject teachers in photocopying and other tasks in order to support teaching;</li> <li>▪ To prepare materials and support learning needs of individual students as required.</li> <li>▪ To attend meetings as necessary;</li> <li>▪ To input data as necessary;</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>▪ To undertake training as necessary;</li> <li>▪ To follow procedures with regard to evacuation and emergency procedures;</li> <li>▪ To take reasonable care of his/her own health and safety and that of others who may be affected;</li> <li>▪ To engage actively in the performance management review process and to undertake reviews as required;</li> <li>▪ To continue personal development as agreed at your PMR;</li> <li>▪ To address the appraisal targets set by the Line Manager;</li> <li>▪ To carry out duties as outlined in the targets set each year;</li> <li>▪ To undertake any reasonable tasks as designated by the Line Manager or SLT;</li> <li>▪ To play a full part in the life of the School community, to support its distinctive aim and ethos and to encourage staff and students to follow this example;</li> <li>▪ To adhere to the School's policies;</li> <li>▪ To promote actively the School's corporate policies;</li> <li>▪ To inform the Estate Manager of any matter that would reasonably be considered to represent shortcoming in the arrangements for health and safety.</li> <li>▪ To show a record of excellent attendance and punctuality.</li> </ul>

Duties as listed above are in no order of priority and are not exhaustive. This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job description or the duties therein may vary or be amended by agreement from time to time without changing the level of responsibility associated with this post or the grade.

This Job Description will be reviewed annually as part of the Performance Management Review process.

Date Issued:.....

Signature of Post Holder: .....

**Job Description Reviewed**

Signature of Post Holder: .....

Signature of Appraiser:.....

Date: .....

**Office Use:**

Signature of Personnel Manager: .....

Date: .....