



**Mayfield Grammar School
Gravesend**

**Appointment of
Learning Supervisor**

Closing date: 1pm – Monday 1st November 2021

Interviews will be held week beginning Monday 8th November 2021



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.msgg.kent.sch.uk Email: enquiries@msgg.kent.sch.uk

Learning Supervisor

32½ hour a week (term time: 39 weeks)

½ hour lunch (unpaid) plus 4 Development Days

Salary at Kent Range 4, £18,517 pro rata (actual salary £13,989.59)

We are looking for a highly organised and dedicated individual to join our team. A working knowledge of the best practice and the ability to inspire and support both children and adults will be a key requirement. An active willingness to contribute to whole school improvement is vital. The post will involve covering whole classes on a regular basis to facilitate PPA as well as covering for other occasions, e.g. courses.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development. The school was judged by Ofsted to be "Outstanding" in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website www.msgg.kent.sch.uk

Applications made via Kent Teach will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00pm on Monday 1st November 2021**.
Interviews will be held week beginning Monday 8th November 2021.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. The other has specially designed facilities for Technology, Sports and Drama opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2021 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2013. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall.

The teaching staff are supported by Administrative Staff in the main office, a Reprographics Assistant, Librarians, Finance staff, an Assessment Officer, a Cover and Examinations Officer, a Pastoral Support Manager, Cover team and a team of Technicians. A Premises Manager, supported by two assistants, looks after the two sites.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1206 students on roll, 266 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 will be increasing our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and discos for students run in conjunction with Gravesend Grammar School. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both home and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where relationships are exceptionally good.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsg.kent.sch.uk

March 2021

JOB DESCRIPTION

Post Title	Learning Supervisor
Responsible to:	Senior Learning Supervisor
Hours:	32½ hours a week (term time: 39 weeks) ½ hour lunch (unpaid) 20 min break (unpaid) plus 4 Development Days Hours: Mon to Fri 8.15 a.m. to 3.30 p.m.
Salary:	Kent Range 4 - £18,517 pro rata (actual salary £13,989.59)

Purpose:
<ul style="list-style-type: none">• To supervise classes of 25-32 students across all phases of the school, maintain appropriate standards of behaviour and ensure students engage in effective study during the absence of teaching colleagues.• To give instructions for a lesson as provided for by a teacher.• To respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of students' progress.• To supervise school detentions and study sessions as required by the school.

Role:
<ul style="list-style-type: none">a) Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved.b) Engage in internal/external examination invigilation.c) Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.d) Assist on school trips and visits if required.e) Keep appropriate records, such as class register, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.f) Be aware of and comply with school policies and procedures in particular relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.g) Undertake light clerical duties e.g. collation and stapling of documents in classrooms whilst engaging in (a) above, without detriment to the health and safety of the students under supervision.h) When not involved in (a), to provide individual student support under the direction of the SEND Coordinator. In such circumstances appropriate training will be provided.i) Support school curriculum enrichment programme and attend training sessions on development days.

- j) Assist the Learning Resources Manager or Office Manager with routine activities for example shelf stacking in the library or filing as well as providing cover when requested in the LRC.
- k) Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- l) Any other work as may reasonably be requested by the Senior Learning/Cover Supervisor or Exams and Cover Officer.
- m) Ability to drive a minibus or willingness to drive an advantage.

Person Specification

- a) Good general standard of education, especially with regards to numeracy and literacy skills. GCSE or A Level preferred.
- b) Basic IT skills.
- c) Good interpersonal skills.
- d) An ability to influence the behaviour of young people.
- e) Successful recent experience of working with children of relevant age.
- f) Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- g) Understanding of relevant policies, codes of practice, legislation.
- h) Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving.
- i) Must have excellent communication skills, both verbal and written.
- j) Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
- k) First aid qualification (or willing to train) preferred.
- l) Ability to drive a minibus or willingness to drive an advantage.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

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 job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Working Environment

The post will be based within the school buildings unless accompanying educational visits.

Signed: _____ Dated: _____

Approved by: _____ Headteacher