



## **Audenshaw School Job Description**

### **Job Details:**

Title:	Learning Supervisor
Reporting to:	Senior Year Leader
Responsible to:	Headteacher
Hours:	36 hours per week Term time only plus 3 Inset Days to be worked as directed by the Headteacher Fixed term to cover Maternity Leave
Grade:	Points 22 – 25

### **Job Purpose**

**To work with the Headteacher in achieving the School's mission, vision and modelling and supporting the School's values.**

To provide classroom supervision for short term teacher absence.

### **Main Duties and Responsibilities**

- To liaise with the Cover Manager regarding daily cover requirements.
- To provide classroom supervision in the absence of a teacher.
- To complete administrative tasks e.g. class register and provide feedback to the teacher on class progress.
- To communicate the work set by the teacher to the pupils.
- To respond to questions from pupils about work set and procedures.
- To manage the behaviour of pupils according to the schools Home School Agreement and maintaining a constructive working environment in the classroom.
- To assist with examination invigilation when necessary.
- To accompany staff on school day trips if required.
- To carry out administrative tasks if not required for cover.
- To facilitate mentoring opportunities for teachers/pupils as required.

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- To carry out reasonable duties as requested by the Headteacher.
- To facilitate a daily 'homework/social club'.

### **Professional Development**

- To attend and participate in appropriate meetings
- To participate in training and other learning activities
- To participate in the School's Performance Management for Learning Supervisor process.

### **Management of Resources**

- To oversee the distribution and collection of books, resources and other equipment as directed by the Teacher/Curriculum Leader/Data & Examinations Officer.
- To use ICT in learning activities as directed.

### **General Requirements:**

- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Date: 20/11/2017

Name of Post Holder:

Signature of Post Holder ..... Date .....

Signature of Headteacher ..... Date .....

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