

**ROCHDALE BOROUGH COUNCIL**

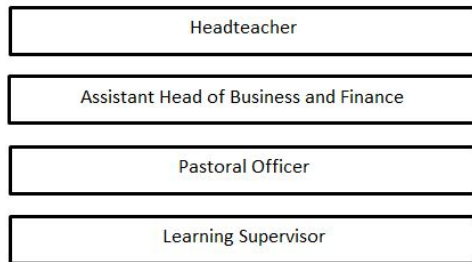
**SCHOOL: Matthew Moss High School**

**JOB DESCRIPTION**

<b>Job Title:</b>	Learning Supervisor
<b>Grade:</b>	Grade 4 (SCP) 18-21
<b>Responsible to:</b>	<b>Pastoral Officer</b>
<b>Responsible for:</b>	<b>Supervision of whole classes, undertaking pre-prepared activities provided by a teacher during the short term absence of a classroom teacher.</b>
<b>Hours of Duty:</b>	<b>37 flexible hours in accordance with the needs of the school, initially 8.30 am – 4.15 pm Monday, Tuesday, Thursday and Friday and 8.30 am – 5 pm Wednesday with 1/2 hour lunch.</b>  <b>Term time only</b>
<b>Any Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>➤ The Postholder may be required to attend evening and weekend meetings.</li><li>➤ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.</li><li>➤ <b>Annual Leave – Term Time Only</b> – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.</li></ul>
<b>Values and Behaviours</b>	<ul style="list-style-type: none"><li>➤ Approach the job at all times using the values set out in the Rochdale Way:<ul style="list-style-type: none"><li>• Valuing our people</li><li>• Focusing on customers</li><li>• Acting with integrity</li><li>• Using time and money wisely</li><li>• Working together</li><li>• Always learning and improving</li></ul></li><li>➤ Be aware of and apply the Rochdale Way behaviours at all times.</li></ul>
<b>DBS Disclosure Level:</b>	Enhanced

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

## **Organisational Chart:**



## **PURPOSE AND OBJECTIVES OF THE JOB**

1. To supervise whole classes, undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task,

## **CONTROL OF RESOURCES**

### **Personnel**

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

### **Financial**

To work in accordance with Financial Regulations and procedures of the School.

### **Equipment/Materials**

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

### **Equality and Diversity**

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

## **Relationships (Internal and External)**

- Internal:**
1. School staff.
  2. Senior managers.
  3. Governors.
  4. Volunteers
  5. Pupils.
  6. Users of the School.

- External:**
1. Parents/Carers.
  2. Staff in other schools and within the LA.

3. Suppliers of equipment and services.

### **RESPONSIBILITIES:**

#### **The postholder must:**

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

### **PRINCIPAL DUTIES**

1. Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise pupils undertaking work which has been set in accordance with the school policy.
2. To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
3. To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
4. To undertake activities as directed by the teacher, with whole classes, individuals or small groups of pupils giving constructive support to pupils as they learn.
5. To be responsible for classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
6. To follow the school policy document and schemes of work and keep updated with school and National Curriculum documentation.
7. To manage the behaviour of pupils whilst they are undertaking work, to ensure a constructive environment.
8. To report back using the schools agreed referral processes on the behaviour of pupils during the class and issues arising.
9. To communicate work set by the teacher to the pupils, responding to any questions from them, about process and procedures.
10. To communicate feedback from the covered lesson and ensure all completed work is returned to the teacher.
11. To invigilate examinations to the required standard.
12. To maintain the rules set by the external examination boards and in-house regulators when invigilating examinations.
13. To provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.
14. To assist with the display of pupils work.

## **SECONDARY DUTIES**

1. Participate in continuing professional development.
2. Other administrative duties may be carried out from time to time.
3. Be aware of and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. Contribute to and uphold the overall ethos/work/aims of the school.
5. Appreciate and support the role of other professionals.
6. Assist with the supervision of pupils out of lesson times including before and after school.
7. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder: \_\_\_\_\_ Date: \_\_\_\_\_

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Learning Supervisor

Grade 4 (SCP) 18-21

**Note to Applicants**

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

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• To possess or be working towards a Level 3 qualification in a relevant discipline i.e. Teaching Assistance/Supporting Teaching and Learning or Cover Supervision</li> <li>• To possess a Level 2 qualification in Literacy and Numeracy.</li> <li>• Experience of supervising staff or young people.</li> </ul>	Application Form/ Checking of Certificates	<ul style="list-style-type: none"> <li>• Experience of working in a school or with young people.</li> </ul>	Application Form
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent classroom and behaviour management.</li> <li>• Ability to relate to children and adults.</li> <li>• Excellent time management.</li> <li>• Excellent communication skills both oral and written.</li> <li>• Ability to offer a firm but friendly approach and be self-confident in dealing with young people.</li> </ul>	Application Form/Interview		

	<ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team, understanding classroom role and responsibilities and your own position within these.</li> <li>• Willingness to participate in development and training opportunities.</li> </ul>			
<b>SPECIAL WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Ability to attend occasional evening meetings.</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>			