

Durrington High School

Learning Supervisor

JOB DESCRIPTION

What is the purpose of the job?

- ◆ Effectively communicate the work set by the class teacher to the students ensuring an excellent learning environment
- ◆ Implement and uphold school rules and ethos; being an excellent role model for students
- ◆ Play an active part in school life; working with students in a range of settings
- ◆ Work with curriculum and administrative areas to provide administrative support as required
- ◆ Maintain an appropriate environment in line with examination conditions when invigilating
- ◆ Be responsible for safeguarding and prioritising the welfare of children

What are the job particulars?

- ◆ Salary DMAT Grade 5/6 scp 17-22 actual salary £15,688 - £18,238 (depending on impact in role and experience) term time only 37 hours per week 8.30am – 4.30pm Monday to Thursday and 8.30am - 4pm on Friday, plus inset training days and major school events such as Open Evenings
- ◆ Accountable to your line manager and ultimately to the Headteacher. The Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.
- ◆ This specification and the duties within it will be reviewed annually with your line manager and Headteacher.

Activities – what do you have you have to do?

- ◆ Ensure an excellent learning environment, supervising students so that they are able to progress and their work completed is to the appropriate standard
- ◆ Communicate clearly what students are expected to learn throughout the lesson
- ◆ Oversee the collection of work and equipment at the end of the lesson and ensure the teaching area is left in good order
- ◆ Return work etc to the class teacher and inform him/her of the point reached by the students
- ◆ Report any problems, difficulties, successes etc to the class teacher via the cover lesson work sheet and follow up if appropriate with sanctions/communication home
- ◆ Carry out exam invigilation when required, maintaining the rules set out by external examination boards and in- house regulators
- ◆ Accompany staff on school educational visits and work under the direction of the trip organiser
- ◆ Carry out administrative/departmental/school work as requested by line manager

Person Specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage time effectively Demonstrate robustness and emotional resilience		Evidence will be taken from your application, interview and references
Qualifications	A minimum of 3 A levels with GCSEs in English and mathematics (C grade and above)	Educated to degree level	Evidence will be taken from your application, interview and references
Experience	Successful experience of working with young people.	Experience of working within a school	Evidence will be taken from your application and interview
Training	Willing to be responsible for your own professional development and to disseminate best practice to colleagues		Evidence will be taken from your application, interview and references
Skills and qualities	Proven willingness and capacity for hard work. Able to develop effective relationships with young people and stakeholders. Be extremely accurate, with attention to detail. Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. Highly- motivated, clear - thinking and principled. Committed to equality of opportunity. Demonstrate high level of written and verbal communication. Be able to create an excellent learning environment.		Interview Tasks References