## Position

<table>
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<tr>
<th>Position</th>
<th>Learning Supervisor</th>
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## Location

The Learning Supervisor will be part of the Learning Supervisor Team, but may be required to work in any curriculum area of the school, medical room, or office identified by the cover requirements on that particular day. This will include supervising of students in isolation areas.

## Line Manager

Senior Learning Supervisor

## Senior Manager

Cover/Exams Manager

## Scale

<table>
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<tr>
<th>Scale</th>
<th>WSCC NJC Grade 4 £18,795 pro rata (Actual salary £12,660)</th>
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## Hours

<table>
<thead>
<tr>
<th>Hours</th>
<th>30 hours per week</th>
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<td>Term time only</td>
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## Position objective

The Learning Supervisor is an established position, created to cover staff absence. The post holder will not be required to teach, but supervise learning and the behaviour of students in the lesson. The work will always be set by a member of the teaching staff.

## Main duties

- To oversee the using of books and equipment necessary for the lesson.
- To assist pupils where necessary, and if possible seeking appropriate assistance or advice.
- To oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place.
- To ensure the pupils tidy up and leave the classroom in good order.
- To return work etc. to the class teacher and inform him/her of the point reached by the pupils.
- To report any problems, difficulties, successes etc. to the class teacher and Senior Learning Supervisor via the cover lesson work sheet.
- To support management of resources.
- To create displays.
- To carry out general tasks eg. Covering books, labelling photocopying.
To make telephone calls to support visits and resource management.

To prepare departmental orders as requested by the Departmental Leader. Support off site trips/church visits, etc.

Provide cover for registration and DEAR time.

Exam invigilation when necessary.

To assist with administrative duties.

To assist in the preparation for, and taking part in, school trips and activities. Including driving the school mini bus (full training will be provided).

The post is subject to DBS clearance in line with “Safeguarding Children & Safer Recruiting”

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

January 2020