



THE HEMEL HEMPSTEAD SCHOOL

Job Description

Job Title: Learning Supervisor

Core Purpose

- To supervise the work of whole classes with work set by a teacher
- To support the school's values and behaviour
- To uphold the ethos 'Teaching and Learning is at the heart of all we do'.
- To work with small groups of students to support their learning
- To ensure displays in the school are of the highest standard

Core Qualities

- Enthusiastic and self-motivated
- High professional standards
- Good literacy and mathematics skills
- Ability to work as part of a team, with flexibility and to deadlines
- Good interpersonal skills, effective communications with students, other Learning Supervisors, teachers, and other staff.
- Adherence to and promotion of the visions and values of the school

Specific Responsibilities

- To supervise the work of whole classes with work set by a teacher.
- To ensure the health and safety of themselves and students in their care.
- To manage the behaviour of the students whilst they undertake the work set, ensuring a positive, constructive classroom environment.
- To register each class using the SIMS computerised system.
- To respond to questions from students on the work set and required output.
- To apply the school's behaviour policy on sanctions and rewards, dealing with immediate problems.
- Follow teacher's instructions on completed work, reporting to teachers on behaviour and work completed and problems arising.
- Report to line manager on the operation of the Cover system and any other issues, including attendance at Team Meetings and training to meet continuous professional development needs.
- Fulfil lunchtime duties as required
- To carry out administrative support and other tasks as directed by Line management
- Maintain existing displays in good repair in classrooms and corridors in all areas of the school.
- Create and install new displays in line with requests from members of staff.

Outcomes:

- High standard of lesson supervision
- Positive and safe classroom environment
- Effective team work
- Excellent display around school

Line Manager: Deputy Headteacher

Line Management Responsibility: None

Person Specification: Criteria

- Ability to use own initiative in overcoming challenging incidents and situations within the context of school policies, asking for advice where required.
- Ability to remain calm and in control at all times.
- Ability to communicate effectively with students, teachers, staff and other team members
- Ability to plan and prioritise workload within the constraints of the cover system
- Ability to work alone in the classroom, or with Teaching assistant support, whilst acting as an effective team member
- Ability to work with materials to produce high quality displays

Personal Experience, Skills and Commitment:	Essential	Desirable
Experience of working with children in a school environment.		✓
Calm 'firm but fair' manner	✓	
Good Interpersonal skills	✓	
Excellent time keeping and reliability	✓	
Excellent communication skills	✓	
Ability to be flexible, adapting to changing work programmes and deadlines	✓	
Excellent work planning and record keeping	✓	
Good Literacy, Maths (GCSE Standard) and IT skills	✓	
Experience of producing displays		✓