Davison CE High School for Girls

Selborne Road, Worthing, West Sussex, BN11 2JX
Telephone: 01903 233835

Position	Learning Supervisor		
Location	The Learning Supervisor will be part of the Learning Supervisor Team, but will 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	Cover Manager		
Scale	WSCC NJC Grade 4 £19,312 pa (Actual salary £13,009 pro rata)	**Hours**	30 hours per week Term time only

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

Prepare for each lesson you are covering, ensuring that work has been provided by the relevant teacher.

Oversee the using of books and equipment necessary for the lesson.

Assist students where necessary, and wherever necessary seek appropriate assistance or advice.

Oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place.

Ensure the students tidy up and leave the classroom 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 and Senior Learning Supervisor via the cover lesson work sheet.

Support management of resources.

Create displays on noticeboards around the school.

To carry out general tasks eg covering books, labelling, photocopying.

Make telephone calls to support visits and resource management.

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).

Any other duties as requested by the Headteacher.

Personal Qualities

- ✓ Committed and enthusiastic
- ✓ Helpful and approachable with a positive mindset and a "can do" attitude
- ✓ Capacity to remain calm and to cope with the unexpected
- ✓ Love of working in an environment that is centred on children

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

Davison CE High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference and DBS check, and where applicable, a prohibition from teaching check will be completed.

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.

June 2021