LEARNING SUPERVISOR: JOB DESCRIPTION

Starting Date: 1st September 2013
Grade: Teaching Assistant Grade 3 (TA3, points 18-25)
Salary: £17,161 pa - £21,519 pa pro rata (£12,297 pa - £15,420 pa)
Hours: 31 hours per week, Term Time only, plus 5 TED Days
Responsible to: Assistant Headteacher, Mrs Helen Wood

The Post

This vacancy has arisen because the current post holder has accepted a similar post in a school much closer to their home. We are seeking to appoint a Learning Supervisor, whose primary role will be to cover the classes of teachers who are absent from school. Whilst no teaching qualification is required, the successful candidate will have the ability to create a climate for learning and establish a working atmosphere, ensuring that students remain focused on their work across all subjects. They will genuinely enjoy working with teenagers of all abilities and will be able to establish and build relationships with the students, whilst displaying a calm, authoritative and professional manner.

Main Duties and Responsibilities

The Prince Henry’s school day is made up of five lessons lasting one hour each (three in the morning and two in the afternoon). There is also a 20 minute tutor period/assembly at the beginning of the school day during which cover may be needed. The required working hours will be from approximately 9.05 am to 1.00 pm and from approximately 1.50 pm to 4.00 pm. The total working week will amount to 31 hours. Please note that there are bound to be some occasions when no member of staff is absent. At such times the Learning Supervisors will be assigned to other duties which may include acting as a Classroom Teaching Assistant to an individual pupil or small group of pupils who have specific learning needs.

A school year is made up of 190 teaching days. In addition to this “term time” element the Learning Supervisors will need to be available on the five in-service training days that the school organises each academic year, usually at the beginning or end of a half term. There is no requirement for the Supervisors to work during school holiday time.

The school has three Learning Supervisors and the successful candidate will join Mrs Marie Wall and Mr Lee Fisher. The team work closely with our Cover Manager, Miss Michele Willis and report to Assistant Headteacher, Mrs Helen Wood.

The main role of the Learning Supervisors is to oversee or “cover” the classes of teachers who are absent from school for a short time, usually one or two days. Work will usually be set in advance. Therefore the Learning Supervisors will have to inform the class of the work
that has been set and then oversee that each pupil is fully engaged with the task in hand during the course of a lesson.

The Learning Supervisors do not teach as such, however they do need to be calm, patient and authoritative so that they quickly develop the ability to have good classroom control and good classroom management skills. Basic computer skills are needed as classes are registered electronically. We will provide training.

It is also important to have an understanding of how large organisations work. Prince Henry’s has 1250 pupils between the ages of 13-18 (although usually no cover is needed for Sixth Form classes). There are 100 teaching staff and about 40 non-teachers. Everyone is constantly “on the go” so good channels of communication are important.

The Supervisors cover lessons in a variety of subject areas and must be flexible, patient and willing to use a certain degree of initiative. Employees of Prince Henry’s are expected to be ambassadors for the school and must conduct themselves professionally at all times.

Applications

Applications are invited from suitably qualified candidates and should be submitted using the school’s official application form and accompanied by a supporting covering letter – no CVs please.

The application form, together with other useful information, can be downloaded from the school’s website www.princehenrys.worcs.sch.uk or is available from the Headteacher’s PA, Mrs Zoe Bradley (email secretary@princehenrys.worcs.sch.uk or telephone 01386 765588). Applications can be submitted to Zoe Bradley in a hard copy format or electronically by email.

Closing date for applications: 9.30 am on Monday 8th July 2013. Interviews will be conducted shortly thereafter.