



St Albans Girls' School

Specialist Business and Enterprise Academy

LEARNING SUPERVISOR

37 hours per week (term time only)

**Actual Salary: £15,507-£16,460, dependent upon experience
(8.00am – 4.00pm 4 days p/w; 8:00am-3:30pm 1 day)**

We require an individual to provide learner support and supervision to whole classes and groups during short-term absence of the class teacher. This role requires a confident individual with good communication skills along with the ability to manage and maintain discipline with a positive approach. You may also be asked to provide in-class support, assist with administration and exam invigilation.

Applicants require a good level of competence in basic skills (Maths and English GCSE, Grade C and above or equivalent).

St Albans Girls' School, age range 11 – 18 is an Outstanding school (Ofsted February 2013) with over 1200 students. We are a highly regarded, oversubscribed and friendly all-ability school. GCSE results place us in the top 100 secondary schools in the country and the top 2% nationally for student progress.

The school has an excellent reputation within the local community with strong support from Governors, Parents, Students and a dedicated and highly motivated team of staff.

There is a Health Care cash plan available to all staff.

For further details and an application form please visit www.stags.herts.sch.uk or Completed application forms and a covering letter should be sent to: personnel@stags.herts.sch.uk. Please apply early, as the advert may be retracted if a suitable candidate is found.

Closing date for receipt of applications: Monday 8 October 2018, 9.00am

Interviews to take place: Thursday 11 October 2018

We welcome visits from potential applicants.
Mrs Julie Robin – HR & Personnel Assistant on 01727 853134.

St Albans Girls' School is part of the ATLAS Multi academy Trust. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



ST ALBANS GIRLS' SCHOOL

Specialist Business and Enterprise Academy

LEARNING SUPERVISOR

The post holder is required to perform the duties below. S/he will be responsible to the Professional Learning Mentor and will demonstrate a genuine commitment to our equal opportunities policy and the well-being of all students.

This job description will be reviewed annually and will form the basis of the Performance Management Review procedure. Any issues relating to the review of this job description should be brought to the notice of the Head Teacher by the post holder through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.

STRATEGIC ROLE

- The position is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave, to participate in professional development, to attend a meeting or to allow time for planning, preparation or assessment.
- If cover is not required the post holder will be allocated learning support tasks as required, according to the individuals' expertise and skills.

CORE TASKS

- To supervise classes during the short-term absence of the assigned teacher.
- Supervise students in learning; ensure they complete work that has been set by a teacher.
- Support students with their learning where possible, to ensure progress is made.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Report, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- Provide general support within the school, e.g. preparing displays, photocopying, filing etc.
- Attend and participate in regular meetings.
- Half an hour lunch duty each day
- Perform other reasonable duties as required by the Head teacher
- Half an hour detention duty each day until 4.00pm

GENERAL

- The post holder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

ORGANISATION CHART

Headteacher —> Professional Learning Mentor —> Learning Supervisor

SUPERVISION

- Routine supervision is carried out by the Professional Learning Mentor

CONTACTS

- There is frequent contact with all colleagues and students
- There is regular contact with external agency staff

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.