



QUEENS' SCHOOL
Dare to be Great

Learning Supervisor

Job Description

Post title:	Learning Supervisor
Reporting to:	Lead Learning Supervisor
Purpose:	To assist in promoting academic success for all students through the effective delivery of work set by the class teacher, with the aim of encouraging students to work to their full potential.
Main Responsibilities:	Supervise lessons in the absence of teachers
Grade:	H4
Hours of Work:	8.15am – 3.00pm, term time only. 30 minute lunch break.

Cover

- Undertake lesson supervision in the event of staff absence
- Supervise work that has been set by the teacher/department
- Support pupils to undertake set activities as appropriate
- Manage student's behaviour in line with Queens' policies, thus ensuring learning continues to take place
- Work with individuals and groups to support expectations of acceptable personal and social behaviour and help to make this part of the learning experience
- Promote the inclusion and acceptance of all students within the classroom

Admin

If cover permits:

- To support departments / Pastoral Teams with administrative duties when not required to cover lessons

Other

If cover permits:

- Supervise students on visits, trips and out of school activities as required
- Invigilating internal exams as required

General

- The post holder will also work as part of the school support team and is occasionally expected to provide initial cover throughout the whole non-teaching area as necessary e.g. in the case of staff sickness
- First aider
- Fire Marshal

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post at the appropriate grade.

Signed	Dated

September 2023