



Stoke Newington School  
& Sixth Form

# JOB PACK

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Learning Supervisor



# Contents

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Job advertisement	pg 3
Job description	pg 5
Person Specification	pg 7



## Job advertisement

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### Learning Supervisor - Maternity cover

Expected Start Date: End of March, Fixed Term, 1 year  
Scale 5 Salary: £21,242-£23,002 per annum  
36 hours per week, term time only (44.9 paid weeks a year)

#### The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has had a recent glowing OFSTED report. Our school is a vibrant, high-performing organisation with an emphasis on inspiring and creative teaching. We are proud to be an inclusive school.

#### The Post

We are seeking a member of staff for our Learning Supervisor Team to supervise lessons where the timetabled teacher is absent.

The successful candidate will have experience of working with young people in a challenging environment and be able to ensure good learning and behaviour. 5 A\*-C GCSEs (or equivalent) including English and Maths are essential.

We provide excellent professional development opportunities for all staff.

As employers we are committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance is a statutory requirement for all positions.

#### Contacting us

If you are interested in joining our team then please download an application pack from our website [www.sns.hackney.sch.uk/jobs](http://www.sns.hackney.sch.uk/jobs) and submit any completed applications on [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk). For further information and if you are interested to visit the school please email on [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)

The closing date for receipt of applications is the 20<sup>th</sup> January 2019.

Stoke Newington School  
Clissold Road, London N16 9EX  
Email: [recruitment@sns.hackney.sch.uk](mailto:recruitment@sns.hackney.sch.uk)



Stoke Newington School  
& Sixth Form

## Job description

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Job title: Learning Supervisor

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Directorate: Stoke Newington School

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Reporting to: Senior Learning Supervisor

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Grade: Scale 5,

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## Job description

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Purpose of the post:

- According to the DfES, 'cover supervision involves the supervision of pupils undertaking pre-prepared exercises'. No active teaching should take place.

- This supervision is required when the teacher normally responsible for teaching a class is absent from the classroom during the time they have been timetabled to teach. Cover supervision should only be used to cover short-term absences.
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Main duties and responsibilities:

- Supervising work that has been set in accordance with school policy.
  - Managing the behaviour of the pupils whilst they are undertaking this work to ensure a constructive environment.
  - Undertake supervisory duties such as detentions, invigilation.
  - Responding to any questions from pupils about process and procedures.
  - Dealing with any immediate problems or emergencies according to the school's policies and procedures.
  - Collecting any completed work after the lesson and returning it to the appropriate teacher.
  - To supervise work that has been set in accordance with school policy.
  - To manage the behaviour of the pupils whilst they are undertaking this work to ensure a constructive environment.
  - To respond to any questions from pupils about process and procedures.
  - To deal with any immediate problems, minor incidents or emergencies according to the School's policies and procedures
  - Act as an adult supervisor on school educational visits and trips.
  - To collect any completed work after the lesson and return it to the appropriate teacher.
  - To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
  - To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
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General requirements:

- The post holder must always carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
  - It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Learning Supervision- Secondary
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>	✓	✓
1. Educated to a minimum of NVQ3	✓	
2. 5 + A*-C GCSEs including English & Maths	✓	
3. Educated to degree level		✓
<b>Experience</b>	✓	✓
4. Working within a secondary environment.	✓	
5. Working with young people in a challenging environment	✓	
<b>Knowledge</b>	✓	✓
6. Policies regarding Child Protection, confidentiality, Equal Opportunities, Health & Safety & SEN.	✓	
<b>Skills</b>	✓	✓
7. Able to work independently using one's own initiative.	✓	
8. Effective behavioural management techniques	✓	
9. Commitment to the highest possible achievement for all children.	✓	
10. To be confident and professional at all times.	✓	
11. Highly effective in communication with young people and adults.	✓	
12. To be a role model in terms of education and professionalism	✓	

