



**Mayfield Grammar School
Gravesend**

**Appointment of
Learning Supervisor**

Closing date: 1pm – Tuesday 23rd April 2019



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
Telephone: 01474 352896 Fax: 01474 331195
Website: www.mgsg.kent.sch.uk Email: enquiries@mgsg.kent.sch.uk

Learning Supervisor

31¼ hours a week (term time: 39 weeks)

1 hour lunch (unpaid) plus 4 Development Days

Salary at Kent Range 4, £17,498.00 pro rate (full time)

We are looking for a highly organised and dedicated individual to join our team. A working knowledge of the best practice and the ability to inspire and support both children and adults will be a key requirement. An active willingness to contribute to whole school improvement is vital. The post will involve covering whole classes on a regular basis to facilitate PPA as well as covering for other occasions, e.g. courses.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development. The school was judged by Ofsted to be "Outstanding" in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website www.mgsg.kent.sch.uk

Applications made via Kent Teach will be accepted.
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1.00pm on 23rd April 2019**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



JOB DESCRIPTION

Post Title	Learning Supervisor
Responsible to:	Senior Learning Supervisor
Hours:	31 ¼ hours a week (term time: 39 weeks) 1 hour lunch (unpaid) plus 4 Development Days
Salary:	Kent Range 4 £17,498.00 pro rata (full time)

Purpose:

- To supervise classes of 25-32 students, maintain appropriate standards of behaviour and ensure students engage in effective study during the absence of teaching colleagues.
- To give instructions for a lesson as provided for by a teacher.
- To respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of students' progress.
- To supervise school detentions and study sessions as required by the school.

Role:

- a) Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved.
- b) Engage in internal/external examination invigilation.
- c) Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- d) Assist on school trips and visits if required.
- e) Keep appropriate records, such as class register, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.
- f) Be aware of and comply with school policies and procedures in particular relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- g) Undertake light clerical duties e.g. collation and stapling of documents in classrooms whilst engaging in (a) above, without detriment to the health and safety of the students under supervision.

- h) When not involved in (a), to provide individual student support under the direction of the SEND Coordinator. In such circumstances appropriate training will be provided.
- i) Support school curriculum enrichment programme and attend training sessions on development days.
- j) Assist the Librarian or Office Manager with routine activities for example shelf stacking in the library or filing.
- k) Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- l) Any other work as may reasonably be requested by the Senior Learning/Cover Supervisor or Exams and Cover Officer.

Person Specification

- a) Good general standard of education, especially with regards to numeracy and literacy skills. GCSE or A Level preferred.
- b) Good interpersonal skills.
- c) An ability to influence the behaviour of young people.
- d) Successful recent experience of working with children of relevant age.
- e) Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- f) Understanding of relevant policies, codes of practice, legislation.
- g) Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving.
- h) Must have excellent communication skills, both verbal and written.
- i) Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
- j) First aid qualification (or willing to train) preferred.
- k) Ability to drive a minibus or willingness to drive an advantage.

Working Environment

The post will be based within the school buildings unless accompanying educational visits.

Signed: _____ Dated: _____

Approved by: _____ Headteacher