



Believe, Succeed, Together

Job Description: Teaching and Learning Supervisor

Salary: £29,502 FTE (actual salary £21,930)

Contract Type: Permanent, 32.5 hours per week, 39 weeks per year

Reporting to: TLS Lead

Responsible for: The supervision of classes during the short-term absence of teaching staff, ensuring continuity of learning, maintaining high standards of behaviour, and supporting pupil progress within a safe and purposeful learning environment

About this Role

The Teaching and Learning Supervisor plays a vital role in ensuring that learning continues uninterrupted in the absence of the classroom teacher.

This role is centred on maintaining high standards of behaviour, engagement and learning, delivering pre-prepared lessons effectively, and ensuring that pupils remain focused, safe and supported throughout the school day.

The successful candidate will contribute to an environment where pupils are expected to achieve their best, demonstrate positive attitudes to learning and uphold the values of the academy.

Main Purpose

The Teaching and Learning Supervisor will:

Culture and Behaviour

- Shape and uphold a culture of high expectations, ensuring pupils demonstrate positive attitudes to learning at all times.
- Maintain a calm, orderly and purposeful learning environment in accordance with the academy's behaviour policy.
- Promote respect, resilience and responsibility amongst all pupils.
- Model professional standards and establish positive relationships with pupils across all year groups.
- Respond effectively to behavioural issues and ensure that established school procedures are followed consistently.

Quality of Education

- Deliver pre-prepared lessons and learning activities, ensuring continuity of education during teacher absence.
- Ensure pupils understand lesson objectives and engage fully with the work provided.
- Support pupils in completing tasks independently and successfully.
- Respond appropriately to questions raised by pupils and provide clarification where required.
- Liaise with teaching staff to provide accurate feedback on learning, progress and any concerns identified during lessons.
- Collect and return completed work to the appropriate teacher, ensuring clear communication regarding pupil engagement and outcomes.

Inclusion and Student Support

- Support pupils to access learning successfully regardless of ability or need.
- Encourage participation and engagement from all learners.
- Promote pupils' physical and emotional wellbeing through positive interactions and appropriate support.
- Contribute to an inclusive learning environment where all pupils feel valued and able to succeed. [

Safeguarding and Wellbeing

- Maintain a strong safeguarding culture, ensuring that pupil welfare remains a priority at all times.
- Follow academy safeguarding procedures rigorously and report concerns promptly through appropriate channels.
- Ensure the safety and wellbeing of pupils during lessons and other supervised activities.
- Keep up to date with safeguarding requirements, training and academy policies.
- Respond appropriately to emergencies and immediate issues in line with academy procedures.

Organisation and Administration

- Complete administrative tasks associated with lesson cover and classroom supervision.
- Maintain accurate records and provide feedback regarding pupil behaviour and engagement.
- Manage lesson resources effectively and ensure classrooms remain organised and conducive to learning.
- Communicate professionally with colleagues to support continuity and consistency across the academy.

- Manage time effectively and adapt to working across a range of subjects and learning environments.

Professional Responsibilities

- Uphold the academy's policies relating to safeguarding, equality, health and safety, confidentiality and data protection.
- Demonstrate professionalism, reliability and flexibility in responding to operational needs.
- Maintain confidentiality and handle sensitive information appropriately.
- Contribute positively to the wider life of the academy.
- Act as a role model for pupils through exemplary conduct and commitment to academy values.

Person Specification: Teaching and Learning Supervisor

1. Qualifications and Training

Criterion	Essential	Desirable
GCSE Grade 4/C or above in English and/or Mathematics	✓	
Relevant further education qualification		✓
Relevant higher education qualification		✓

2. Classroom Practice and Student Support

Criterion	Essential	Desirable
Ability to manage a classroom effectively and maintain discipline	✓	
Experience working in an educational setting or with young people		✓
Ability to support pupils in completing learning tasks independently		✓
Ability to respond appropriately to questions and learning needs		✓

3. Professional Knowledge and Safeguarding

Criterion	Essential	Desirable
Understanding of safeguarding and child protection procedures	✓	

Commitment to pupil welfare and wellbeing	✓	
Understanding of confidentiality and data protection requirements	✓	
Awareness of equality, health and safety and school policies	✓	
Recent safeguarding training		✓

4. Communication, Organisation and Personal Effectiveness

Criterion	Essential	Desirable
Strong interpersonal and communication skills	✓	
Ability to remain calm under pressure	✓	
Good organisational and time-management skills	✓	
Ability to follow instructions accurately	✓	
Flexibility and adaptability across subjects and classrooms	✓	
Competence in the use of IT	✓	

The Eastwood Academy is committed to safeguarding and promoting the welfare of children. All appointments will be subject to the satisfactory completion of safeguarding checks.