

Job Summary and Person Specification



Job title: Learning and Support Supervisor
Hourly rate: £13.50

Job Purpose

The Learning and Support Supervisor will supervise classes during teacher absence, ensuring that pupils remain focused, safe and engaged in their learning. The role will also support wider school life through the running of Breakfast Club and Homework Club.

Duties and Responsibilities

Cover Supervision

The successful candidate will:

- Supervise classes during teacher absence.
- Deliver pre-prepared lesson materials to pupils. Be Highly adaptive to step into any subject at a short notice
- Assist with break-time supervision, exam invigilation and/or educational visits
- Maintain consistency by implementing the shared classroom learning routines outlined in Lessons the Cams Hill Way
- Manage classroom behaviour in line with the school's good behaviour policy through implementation of the behaviour curriculum.
- Ensure pupils remain on task and complete the work set by teaching staff.
- Create a calm, purposeful and respectful learning environment.
- Manage classroom behaviour in line with the school Behaviour policy
- Respond effectively to pupil's learning needs.
- Collect completed work and provide feedback to teaching staff.
- Report any concerns about pupil progress, behaviour or wellbeing to the relevant staff member.
- Build positive, professional relationships with pupils across the school.
- Be a positive role model at all times and promote inclusion

Breakfast Club

The successful candidate will:

- Help run the school's Breakfast Club each morning.
- Welcome pupils and provide a positive start to the school day.
- Support pupils with routines, social interaction and readiness for learning.
- Promote good behaviour, manners and positive relationships.
- Ensure pupils are supervised safely at all times.
- Liaise with pastoral and teaching staff where any concerns arise.

Homework Club

- The successful candidate will:
- Support the running of Homework Club after school or at agreed times.
- Help pupils organise and complete homework tasks.

- Encourage independence, focus and positive study habits.
- Support pupils with basic questions or direct them to appropriate resources.
- Maintain a calm and productive working environment.
- Track attendance and communicate any concerns to relevant staff.

Training and Development

This role will offer opportunities to:

- Receive training for Arbor (MIS), Safeguarding, Health and safety, Behaviour and Classroom management; other relevant training will be provided as and when the needs are identified
- Receive support and guidance from experienced teachers.
- Develop classroom management skills.
- Observe high-quality teaching and learning.
- Gain experience working with different year groups and subjects.
- Learn how lessons are structured and delivered.
- Build confidence in supporting pupils academically and pastorally.
- Explore routes into teaching, where appropriate.

Person Specification

Essential Qualifications	
Essential Knowledge, Skills, and Experience	<ul style="list-style-type: none"> • Be interested in working with young people. • Have a positive, professional and flexible attitude. • Be confident supervising groups of pupils. • Have strong communication and interpersonal skills. • Be able to build positive relationships with pupils and staff. • Be calm, patient and resilient. • Be well organised and reliable. • Be able to follow school policies and procedures. • Have good literacy and numeracy skills. • Be committed to safeguarding and promoting the welfare of children.
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none"> • Experience working with children or young people. • Experience in a school, youth work, coaching, tutoring or childcare setting. • An interest in becoming a teacher. • A degree or relevant qualification, particularly for those considering teacher training. • Confidence supporting pupils with homework or independent learning. • Experience supporting clubs, enrichment activities or pastoral provision.

Additional Information

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.