



Holyhead

Teach What Matters

Post Title and Grade	Classroom Supervisor Term Time Only 37 hours per week SCP 14 - 17 FTE
Reporting to	Vice Principal
Liaising with	Cover Manager, Senior Leadership Team, Parents and Carers, Teaching and Associate Staff
Areas of Responsibility and Key Tasks	
Core Responsibilities <ul style="list-style-type: none">To take responsibility for groups or classes of students in the short-term absence of their usual teacher.	
Key Tasks <ul style="list-style-type: none">Supervising work that has been set in accordance with school policyLiaising with teaching staff with regard to work set for a classManaging the behaviour of students to ensure a constructive environment whilst undertaking workResponding to any questions from students about process and procedureDealing with any immediate problems or emergencies in accordance with the school's policies and proceduresCollecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leaderReporting back, as appropriate, using the school's agreed referral procedures, on the behaviour of students during the class, and any other issues arisingStudent registration of a classIn a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanctionTo support the work of one or more curriculum areas	
Homework Club <ul style="list-style-type: none">∓ To provide a safe and welcoming environment before school (from of 8:15 to 8:40 and again after school from 15:20 until 16:00) where students can access support and a quiet space to focus on homework tasks.∓ Maintain a calm and focused environment conducive to learning.∓ To liaise with subject teachers regarding student progress and any issues.∓ Monitor attendance and maintain accurate records.∓ Encourage good study habits, time management, and independent learning skills.	
Other Responsibilities <ul style="list-style-type: none">To take part in whole school CPD activities to enhance job effectivenessTo accompany students on trips, visits and other educational activitiesTo undertake a 'duty' as part of the school's duty system (including break and lunch)	



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- Support the work of classroom teachers when not deployed directly covering a class
- Support and contribute to the development of an “activity bank” of resources
- Support and contribute to the creation and maintenance of classroom displays
- Invigilate internal and/or external examinations
- To support general school administration when demand for cover is low
- To take an active role in the Year group system supporting tutors when required

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

Other Specific Duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to adhere to Holyhead’s agreed Code of Conduct.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description is current at the date shown but in consultation with the post holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.
- The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.