

# HAYESFIELD GIRLS' SCHOOL

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Classroom Supervisor</b>		
<b>Responsible to:</b>	Cover Manager/Deputy Headteacher		
<b>Salary:</b>	Grade N (SCP21 – SCP24) £19,126 - £20,858 p.a. pro-rata Minimum starting salary £6,461 per annum)	<b>Hrs:</b>	12.5 hours per week - afternoons only Term-time only (to include 5 in-service days)

### 1. Purpose of Job

To manage and support classes during teacher absence where work has been set by a qualified teacher and can be carried out independently by pupils.

### 2. Main Duties and Responsibilities

1. To maintain a constructive learning environment.
2. To supervise pupils, ensuring they work on task.
3. To support pupils, where appropriate, offering advice and guidance to pupils of all ages and abilities in order that their work is of a high standard.
4. To maintain behaviour and discipline of pupils in line with school policies.
5. To work with appropriate senior staff to ensure that school policies are adhered to.
6. To report back to teachers setting work or their line manager.
7. To carry out various duties within subject departments when cover not required, ie worksheet preparation and admin tasks.
8. To undertake other appropriate duties at the request of the School's Management Team, commensurate with the post.

### 3. Qualifications and experience

The ideal candidate will have a professional background and approach to life. He/She will be keen to maintain high standards in all aspects of their work.

Whilst not necessary, experience of working in a school environment would be an advantage.

The ability to work under pressure in confidence and discretion is a necessity.

**Personal**

- Excellent health and stamina
- Confidence, flexibility approachability in dealing with students and staff
- Enthusiasm, energy and a sense of humour
- Commitment to involvement in the whole life of the school
- Commitment to high expectations and standards

**Skills**

- Ability to establish good working relationships
- Good organisational and presentational skills
- IT Skills
- A willingness to learn

**General**

The job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.

---

I confirm acceptance of the post offered on the terms and conditions stated in the statement of particulars and job description.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_