



## Hatton Academies Trust Job Description

**Job title:** Classroom Supervisor – Sir Christopher Hatton Academy

**Line manager:** Senior Classroom Supervisor

**Salary:** NJC Scale Point 18 to 21

**Hours:** 30 hours & 25 minutes per week, 39 weeks per year

	Start	Finish	Hours & Minutes	Start	Finish	Hours & Minutes	Total for the Day
Monday	8.20	12.20	4:00	12.55	15.00	2:05	6:05
Tuesday	8.20	12.35	4:15	13.10	15.00	1:50	6:05
Wednesday	8.20	12.20	4:00	12.55	15.00	2:05	6:05
Thursday	8.20	12.35	4:15	13.10	15.00	1:50	6:05
Friday	8.20	12.20	4:00	12.55	15.00	2:05	6:05
Total weekly hours							30:25

### Job Purpose

To work with classes in the absence of their teacher to ensure that work set by teaching staff is completed, behaviour is appropriate, and to ensure the health & safety of pupils.

### Key Personal Commitments

Classroom Supervisors are expected to:

- Have high expectations for themselves, their colleagues, and the pupils that they work with and are responsible for.
- Contribute to the academic success of the Academy.
- Deliver the highest quality of service to the pupils, parents, colleagues and all with whom they interact at a professional level.
- Participate in break and/or lunchtime supervision duties.

### Key Accountabilities

- To supervise and support pupils in classroom work across all areas of the curriculum.
- To be responsible for a class of pupils in lesson time.
- To take the class register at the beginning of each lesson.
- To present the pre-set work to the class and collect finished work as required, returning it to the class teacher.
- Distribute resources where indicated and collect in at the end of the lesson.
- To maintain good order during the lesson in line with the Academy's behaviour policy.

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- To help students with reading, writing and organisation where appropriate and check that pupils are on task and doing the work set.
- Dismiss the class at the end of the lesson in line with Academy policy.
- To liaise with teaching staff regarding work set in class and providing written feedback to the absent teacher using the appropriate proforma.
- Liaise with pastoral staff where appropriate.
- Assist teachers in other duties within designated department (eg classroom displays) when cover supervision is not required.
- Assist with supervision of pupils who are participating in whole school events if required during the school day.

**General:**

- Deal with first aid incidents as a qualified first aider.
- Have a responsibility for safeguarding and promoting the welfare of children at the Academy.
- The Academy has a commitment to be inclusive in terms of ethnicity gender, disability, social background and academic ability and expects all staff to share this responsibility.
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect the changing needs and circumstances of the role.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Participate in the Academy's Performance Appraisal and Development Programme.
- Ensure that responsible care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- Carry out other relevant duties as may be reasonably requested by the Senior Classroom Supervisor / Principals commensurate with the pay and grade of the post of Classroom Supervisor.

Signature of postholder

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Date

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