

JOB ROLE: School Supervisor Role

Responsible to: **Team Leader Supervisor.**

The purpose: London East Academy and Al Mizan are looking to recruit School Supervisors to support the day to day learning at our schools.

This is a great opportunity for any candidate who wishes to get into teaching or work in an educational setting.

Successful candidates will work closely with teachers and management staff in providing outstanding teaching & learning at the schools.

Duties and Responsibilities:

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters
- Provide clerical/administrative support to the assigned teacher, e.g. photocopying, typing, filing and record-keeping
- Use initiative to develop and implement actions that will promote the integration of the pupil with his peers
- Supervise whole classes during the short-term absence of a teacher.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- Supervise students during out of lesson periods
- Supervise students in learning areas (where necessary).
- Ensure acceptable standards of behaviour are maintained.
- Promote healthy and active lifestyles
- Promote the inclusion of all pupils
- Contribute towards organising trips, displays and administrative tasks
- Contribute towards maintain high standards in our learning environments (including library, classrooms and other learning spaces)

Qualifications, skills and experience:

Essential:

- The ability to build good relationships with children, teachers, parents and carers.
- Qualifications in literacy and numeracy at GCSE or equivalent.
- The ability to work as part of a team.
 - **Punctuality and attendance is very important.**
- Patience and a sense of humour.

Desirable:

- Experience working in a school/learning environment.
- Experience of working with children.
- A basic understanding of how children develop and learn
- The ability to manage groups of children and cope with challenging behaviour. Before you can begin working with the children, the school will carry out enhanced background checks through the Disclosure and Barring Service (DBS) - formerly the Criminal Records Bureau and reference checks.