



Job Description

Job Title:		Student Support Supervisor			
School:		Benfield School			
JE Code:	A4523	Evaluation:	437 points	Grade:	N5
Date:	September 2019		Status:	Final 1.1	
Responsible to:		Lead Professional – Student Support			
Responsible for:		N/A			
Job purpose:		To supervise learners and learning activities within provision for non-class based study, nurture and inclusion across Key Stage 3 and 4 under the guidance of senior/teaching staff to improve learner outcomes for progress, behaviour and attitudes to learning. To support and implement strategies and practice in relation to vulnerable learners.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Work as part of an integrated team to contribute to the school's priorities in respect of ensuring improved outcomes for learners including progress, behaviour and attitudes for learning.
2. Undertake the effective supervision and education of learners assigned to progress intervention or inclusion rooms by:
 - providing an appropriate learning environment based on the type of provision;
 - collate and organise resources prepared or provided by subject staff, selecting, adapting or preparing resources that match learner needs;
 - lead and deliver individual or group work and other agreed learning activities within general guidance provided by the Lead Professional – Student Support;
 - through appropriate interventions and providing effective personal support and guidance enable learners to improve their progress, behaviour and attitudes to learning;
 - deal with any immediate incidents, in the absence of a teacher, according to agreed policies and practice with support from the Lead Professional – Attendance and Behaviour;
 - contribute to the planning and assessment of learning activities;
 - maintain records of learner progress/attainment, behaviour and attitudes and provide feedback to learners, their parents/carers and colleagues.
3. Establish productive working relationships with learners and positively influence their
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behaviour and attitudes for learning, acting as a role model and providing support, challenge and motivation as appropriate.

4. Support the Lead Professional – Student Support to implement, monitor and evaluate targeted interventions to improve outcomes for individual or small groups of learners.
5. Implement effective induction and transition arrangements for identified new admissions to the academy, particularly for vulnerable learners, to ensure their effective integration into school life at Benfield School.
6. Provide cover supervision for whole classes as necessary.
7. Undertake exam or assessment invigilation where required.

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.

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