



All Saints'  
Academy  
Cheltenham

# Learning Supervisor Application Pack

*Where every member of our extended family realises their God-given potential,  
inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness.'*





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# Principal's Welcome

**Dear Applicant,**

Thank you for considering All Saints' Academy in Cheltenham as the next step in your career. Our Academy is driven by a commitment to Christian values—love, peace, justice, respect, reconciliation, and service to others. We are proud to be a "Good" school, recognised as one of the top-performing schools in the Cheltenham and Tewkesbury area for GCSE outcomes.

Our vision is rooted in helping each member of our community realize their God-given potential, inspired by John 10:10: "I have come so you may have life in all its fullness." We work closely with families and local partners to ensure every student has the support to thrive academically and personally.

If you share our passion for excellence in a caring, faith-inspired environment, I encourage you to apply. For more information, feel free to reach out to our HR team at [HR@asachelt.org](mailto:HR@asachelt.org).

We look forward to welcoming you to our Academy community.

Warm regards,

Benjamin Williams  
Principal  
All Saints' Academy





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# Learning Supervisor

## Learning Supervisor

**Start date:** As soon as possible

**Salary:** Grade 6 (Points 15-20) £29,093 - £31,586 pro rata.

**Hours of Work:** 32.5 hours per week/ Term time plus one week for inset days

**Contract:** Permanent

**Closing date:** 9.00am, Monday 06 January 2025

We are seeking to appoint a Learning Supervisor to supervise students in the absence of a teacher, ensuring that students continue to make progress. All work will be set by the teacher. The Learning Supervisor may also support learning in subject areas when there is no need for lessons to be covered. This is an excellent opportunity for someone considering or returning to the teaching profession.

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints' Academy has a Life Vision, 'Where every member of our extended family realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy that welcomes applications from all denominations and those of none.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online search in line with Keeping Children Safe in Education 2022 recommendations. Successful applicants will be subject to an enhanced DBS clearance.

To apply for this role please complete an online application form that can be found on the Academy website [www.asachelt.org](http://www.asachelt.org). If you have any questions regarding this role or wish to visit the Academy please contact the HR Department at [hr@asachelt.org](mailto:hr@asachelt.org)

*All Saints' Academy is committed to ensuring that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.*



# Staff Benefits

## What we offer:

### Purpose

- We believe that our whole community should live “Life in all its fullness” including our staff, reflected in our culture and leadership decisions.
- Our staff make a real difference to a community with high levels of deprivation.
- Our Chaplaincy serves the whole Academy community - students and staff ensure our ethos is lived out each day.
- A cohesive staff team who build strong relationships with students and each other.
- Compassionate leadership that is considerate of workload and well-being.
- Drama and Sport in particular form a huge part of extra-curricular offer. There are high staff and student engagement levels in life beyond the classroom.

### Development

- New staff are given a tailored induction programme and mentor.
- We invest in our staff through continued professional development. Our teachers are given time to regularly engage with ‘Walkthrus’ through drop-ins and coaching.
- Staff and students benefit from well-established partnerships with independent and state schools in Cheltenham.

### Extras

- Excellent facilities, featuring a modern, spacious building and advanced IT resources
- Access to our on-site gym
- Close to the M5
- Employee Assistance Scheme
- Free onsite parking including electric charging points
- Entry to Local Government or Teachers Pension scheme
- Cycle to work or Electric Car Scheme
- Newly refurbished staff room and hot desking area
- Eligible for Blue light Card and Discounts For Teachers
- Discount on Just Camps holiday clubs held in the Academy during school holidays
- Discount at Energie Fitness
- Access to Smart Clinic for staff wellbeing and support services
- Free eye tests for VDU users



# Job Description

**Job Title:** Learning Supervisor  
**Reporting to:** Vice Principal

## Key Activities

- To undertake whole class supervision in the absence of a teacher, setting work previously prepared.
- To develop curricular knowledge as required by the Academy.
- To apply the Academy's behaviour and standards policies and report any difficulties via the established procedure.
- To assess elements of class work and homework under the guidance of the class teacher or Department Leader.
- To undertake observations of the students and contribute to student records.
- To supervise the work of Teaching Assistants linked to any supervised groups of learners.
- To attend Academy/department meetings to contribute to the discussions about individual students as required.
- To attend Parents' Evenings, as required, to contribute to the discussions about individual student's progress.
- Invigilate internal and external examinations when required.
- Register and record student attendance

Provide students with the necessary resources for their learning.

- Inform class teachers / Department Leaders / Achievement Leaders as appropriate about the behaviour of students during the class and any issues arising.
- To manage resources effectively and ensure learning are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To provide consistent and effective support in line with the requirements and responsibilities of your role.



# Job Description

## Accountability

- To be responsible for collecting and organising a range of resources to deliver a range of high quality learning opportunities.
- For the inclusion and acceptance of all pupils within the classroom.
- To be aware of particular pupils' specific needs as identified in IEP's.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

## Other Specific Duties

All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support Staff will also:

- model the ethos and vision for the Academy
- to continue personal professional development as required
- to actively engage in the performance review process
- support whole Academy acts of worship and prayer for the day.

It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.

It is the vision of the Academy to involve all support staff in the life of the Academy and in particular in supporting students as House Tutors, Mentors and other appropriate ways.



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# Job Description

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints' Academy.

The academy 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.



# Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"><li>• Evidence of good literacy and numeracy. At least a GCSE grade C or Grade 5 in Maths and English (or equivalent qualification)</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with groups of young people</li><li>• Education/ Teaching qualification or working towards</li></ul>
Skills	<ul style="list-style-type: none"><li>• Ability to work independently.</li><li>• Ability to inspire, lead and support young people.</li><li>• Show initiative and approach challenges with a positive attitude.</li><li>• Ability to respond to changes at short notice.</li></ul>	<ul style="list-style-type: none"><li>• Ability to use ICT as a learning and teaching tool and a motivator.</li></ul>
General	<ul style="list-style-type: none"><li>• Flexible and enthusiastic attitude.</li><li>• Clear ability to relate to young people.</li><li>• A commitment to a positive culture of learning.</li><li>• Resilience in supporting and developing young people.</li><li>• Excellent communication skills.</li><li>• Highly professional in punctuality and attendance.</li></ul>	<ul style="list-style-type: none"><li>• Ability to be part of a team.</li><li>• Experience of leading groups of young people in a learning environment</li></ul>





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For more information about us please visit  
our website and social media channels.

[www.asachelt.org](http://www.asachelt.org)



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