



The
Henrietta Barnett
School

Learning Supervisor

Zero-hours

Autumn Term 2025

Hourly rate: £14:00/hour

The Henrietta Barnett School is a high-performing state grammar school with approximately 800 girls aged 11-18 and was awarded Top State School of the Year 2023 and 2025 for Academic Achievement by The Sunday Times Parent Power Guide. It is known for its warm, friendly environment and ethos. This role is part of the Support Staff Team. No minimum hours can be guaranteed.

Job Description

The following gives an overview of the responsibilities of the role. The list is not exhaustive and will adapt in consultation with the post-holder as needs change:

Responsibilities and Tasks:

- Supervise and, where possible, support the students in their class work ensuring that the work set is undertaken with due regard to the time allocated
- Supervise the independent study of students in the school library or other areas either during lessons or at lunch / break times
- Liaise with teaching staff regarding work set in class, and with pastoral staff as appropriate
- Establish productive relationships with students and act as a role model
- Promote inclusion and acceptance of all students
- Be aware of, and comply with, all school policies and procedures, paying particular attention to those relating to Safeguarding, Health and Safety, Special Educational Needs, Positive Mental Health, Anti-Bullying, Data Protection and Behaviour Policy. Deal promptly with incidents in line with the school's established policies and encourage all students to take responsibility for their own behaviour. Report any concerns to the appropriate person
- Complete administrative work related to the above tasks
- Follow the school's Code of Conduct for Staff and promote positive values and attitudes
- Other reasonable tasks as directed by the Headteacher

Person Specification

- Well qualified with a minimum of A levels and preferably a degree
- Experience and/or interest in teaching, community and youth, health or social work
- Ability to communicate with a wide range of people and a high level of literacy and ICT
- Ability to engage with, and relate to, a range of young people both individually and in groups
- Ability to work as part of a school team, within school procedures and processes
- Excellent time management skills and the ability to prioritise

Accountable to: Director of Studies

Applications

- If you wish to apply for this job, fill in the HBS application form and write a letter of application to the Head's PA, Ms Liza Silvanian, by **Tuesday, 26th August 2025 (09:00am)** explaining why you believe you are suitable for the role. Please email your application to recruitment@hbschool.org.uk. Applications will be considered as they arrive. Short-listed candidates will be called for interview.