

**Job Description**

**Job Title:** Cover Supervisor / Pastoral Support Officer

**Salary Scale:** Scale 5 (points 22 to 25) actual salary range £19,338 - £21,060

**Hours:** 8.15 am to 4.00 pm Monday to Thursday (30 minute lunch inclusive)

 8.15 am to 3.45 pm Friday (30 minute lunch inclusive)

 36 hours per week

 Term time plus INSET (39 weeks per annum)

**Start:** A.S.A.P

**Duties and responsibilities**

* Cover lessons for absent teachers as required.
* To facilitate and encourage learning which helps all students achieve their potential.
* To work with colleagues to support high standards of behaviour and attainment.
* To implement school policies and procedures.
* Assisting with the running of the Daily punctuality detention after school
* Undertaking duties in student services and Manresa when required
* Assisting with after school study and homework support
* Working with the Pastoral teams to investigate incidents by interviewing students
* Assisting the Pastoral Support Manager with filing, the compiling of work packs for excluded students and any other administrative tasks that are required.
* Deliver instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher.
* Follow school policy with respect to delivery of lessons and student conduct

**Additional Duties**

* Undertaking general administrative duties, including Reprographics, dealing with visitors face to face and over the phone, admin support to SLT and Middle Leaders.
* Supervise pupils during the lunch period and other times of day either in the playground or in structured activities as directed,
* Provide First Aid and Medical Support to pupils during the School Day, ensuring Accidents are reported appropriately.
* Support other Administrate Staff in their roles, in line with School priorities,
* This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.
* Such duties and responsibilities may be updated from time to time to reflect any changes to the School.Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.

St.Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Cover Supervisor / Pastoral Support Officer – Person Specification**

**Skills**

* Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils.
* Ability to motivate pupils.
* Ability to support the processes and procedures for pupils' learning
* Ability to work at own initiative, and as part of a team.
* Ability to work in a flexible and responsive way with tact, discretion and confidentiality.
* Ability to work under pressure.
* First Aid trained

**Knowledge**

* Knowledge of a range of strategies to promote good behaviour.
* Awareness of the statutory frameworks relevant to their role.
* Knowledge and understanding of the different classroom roles and responsibilities in relation to this post.