

SOUTHBOROUGH HIGH SCHOOL

PASTORAL SUPPORT OFFICER / COVER SUPERVISOR

JOB DESCRIPTION

Responsible for:	Student Pastoral Care and for Cover for absent colleagues
Responsible to:	Heads of Year & assigned members of the SLT for direct day to day instruction
Important functional relationships:	Pupils, Staff, Parents, other agencies (eg Education Welfare)

Values

Pastoral Support Officers should not only promote, but personify, the school's values:

- Support
- Challenge
- Respect
- Resilience
- Responsibility
- Relationships

Key Accountabilities:

The main accountabilities are:

1. To guide and monitor the pastoral care and guidance for pupils across the assigned year group(s) in order to ensure effective learning and personal development
2. To support effective leadership and management within the assigned year(s)
3. To build a sense of community and high aspirations
4. To provide some supervision of cover lessons under the direction of HOFs

Main Responsibilities:

The following responsibilities and tasks arise from each of the key accountabilities above:

Pastoral Care and Guidance

- To implement school policy for the positive management of pupil behaviour (see School Behaviour Policy)
- To monitor and mentor progress of pupils and meet parents at follow up meetings
- To investigate pastoral issues and act upon advice from line manager and Heads of Year
- To isolate pupils where instructed and manage a regular detention after school
- To monitor attendance and punctuality for patterns of absence and lateness. Follow up as necessary in order to increase pupil attendance
- To attend meetings as directed by the assigned member of the SLT (sometimes beyond school day)

- To help the Head of Year to compile data and reports on year groups
- To provide support with pupil options
- To counsel and guide individual pupils or groups
- To induct new pupils in conjunction with tutors
- To initiate and prepare confidential reports and monitor IEPs, as appropriate, on information with the SENCO, HOYs etc and ensure proper follow up and review
- To maintain pupil records, including medical details, parental letters etc
- To supervise Classcharts records
- To liaise with HOY where pastoral and learning matters might overlap

Pastoral Support

- To attend Curriculum Evening
- To attend Open Evening
- To attend Parents Consultations.
- To collect and collate data/information from teachers about students
- To engage in training (in-house and external courses)
- To support the work of form tutors
- To develop and implement effective use of form tutor time
- To support Year Assemblies in consultation HOY
- To liaise with colleagues (teachers and support staff), parents and outside agencies to help meet pupil needs – including attending and conferences, as necessary

Cover Supervision

- To provide some invigilation cover as requested
- To provide up to 16 periods of cover per week (only if needed) on average over any given time

Cover Supervision Duties

- To liaise each day with the Head's PA who organises the cover for absent colleagues
- To supervise classes when a teacher is absent to ensure that the conduct of students under supervision is good at all times, and in line with school procedures regarding behaviour
- To follow up any incidents of poor conduct with the absent class teacher on their return
- To complete student 'on report' forms
- To follow up any issues with relevant staff (eg distribute work for marking, behaviour etc)
- To award merits to worthy students
- To assist with examination invigilation
- To accompany students on school visits, where possible
- To work with departments' organisation and administrative tasks
- Help with preparation of work for classes, ie collating, photocopying
- To undertake other duties under the reasonable direction of SLT

It will be our intention to provide in service training and development to enable people to fulfil this role. In addition to the main responsibilities and tasks a PSO/Cover Supervisor will carry out any other reasonable requests of senior staff.

'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

p/jd pso cover sup

NSM Update
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