



St. Ignatius College

Cover Supervisor / Pastoral Support Officer

Job Description

Responsible to:	Headteacher / Assistant Head Pastoral
Actual salary range:	Salary Scale 5 (points 22 – 25) £19,338 to £21,060
Hours:	8.15am – 4 pm Monday to Thursday (inclusive of 30 minutes lunch break) 8.15 am to 3.45 pm Friday (inclusive of a 30 minute lunch break) 39 weeks per annum (Term time plus Inset Days) 36 hours per week

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.
- Responsible for registering the class, supervising and supporting students, making sure they stay on track with tasks set.
- Oversee behaviour management of the classroom.
- Assist with the running of the Daily punctuality detention after school
- Undertake duties in student services and Manresa when required
- Assist with after school study and homework support
- Work with the Pastoral teams to investigate incidents by interviewing students
- Assist the Pastoral Support Manager with filing, the compiling of work packs for excluded students and any other administrative tasks that are required.
- Receive 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.
- Ensure that the resources specified are available.
- Follow and implement school policy with respect to delivery of lessons and student conduct
- Create and put up displays, especially those relating to achievement, punctuality and behaviour.

Additional Duties

- Provide hospitality / refreshments as necessary

- Support and attend events (which may be outside of your normal working hours) as directed by the Headteacher / Business Manager (overtime will be offered for such events)
- Undertake general administrative duties, including Reprographics
- Provide cover for absent colleagues when necessary including Student Services and the Sixth Form.
- Supervise pupils during the lunch period as directed
- Support other Staff in their roles, in line with School priorities
- Such duties and responsibilities may be updated from time to time to reflect any changes to the College. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.
- Any other duties within the scale of the post.
- To be or a willingness to be fully First Aid trained and to maintain this qualification.

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.

Expectations of all Staff (Teaching & Support)

- Support the Headteacher and SLT in creating a culture for learning, high standards of achievement and success for all the students.
- Fulfil your duty of care for all the students in classrooms and around the buildings.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Attend and participate in relevant meetings, training, performance development and other activities as required.

The person specification outlines what is desirable for the college; other strong experience and qualifications may be considered.

Person Specification

- Be (or become) fully First Aid trained.
- To be competent in word processing, spreadsheet and have good general computer literacy skills.

- Be flexible in his or her approach, willing to work as a team player and to be positive, committed and self-sufficient, taking pride in their work and organising their workload to ensure all deadlines are met.
- Experience of administrative support.
- Be open to training and development to meet the ever changing demands and opportunities of working in a school as and when they arise.
- Be professional in all aspects of their work including presentation and dress code.
- Experience of producing reports using Microsoft Office to include documents in Word, Excel Spreadsheets and working from data bases, as and when requested by the Headteacher and/or the Governing Body.
- Ensure that all work is completed to high standards and that deadlines are met.
- Be (or become) skilled in the use of the school information database system (SIMS).
- To be solution focused and have the initiative and research skills to acquire information when required, or to acquire appropriate help.
- Ability to form and maintain professional relationships and boundaries with young people
- To organise and set up meeting rooms, and provide refreshments as and when requested.
- Be able to communicate effectively with parents and carers, external agencies and other stakeholders. She/he will organise appointments, book rooms, and keep the electronic diaries.
- Calm under pressure
- Committed to creating a safe learning environment in the absence of the normal class teacher.