



JOB DESCRIPTION

Cover Supervisor/Pastoral Support Officer

Location: Cannock Chase High School, Hednesford Road, Cannock WS11 1JT
Line Manager: Deputy Headteacher (Quality of Education & Staffing)
Job Grade: LG Grade 6
Hours of Work: 37 hours/22.5 hours, Term Time only

Statement of Purpose

Under an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

To support the school's Pastoral System as a Pastoral Support Officer, working with members of the Pastoral Team, responding to Pastoral priorities to promote students' social inclusion, positive behaviour, wellbeing and safety.

Main Duties & Responsibilities

Support to Students

- Supervising work that has been set by teaching staff.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Support pupils through one-to-one and/or small group pastoral support, adapting to the particular needs of students to promote social inclusion, positive behaviour, wellbeing and safety.
- Plan and assess work where necessary, notably during more extended periods of staff absence.

Support to Teachers

- Provide feedback to pupils in relation to progress and achievement, where relevant.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Managing behaviour of pupils whilst they are undertaking this work to ensure a constructive environment, according to the school's behaviour policy.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Completing tracking sheets and information on pupil attendance and rewards.
- Support Pastoral leaders in the managing of student behaviour and attitudes, personal development, attendance and safeguarding, responding to the Pastoral priorities at that time, as directed by Leadership Team and Pastoral leaders. This may involve investigating instances of

poor behaviour, gathering statements, communicating with parents/guardians and/or relevant third parties, meeting with students, feeding back findings to Pastoral leaders, etc.

- To liaise with outside agencies involved in supporting the students, with all safeguarding procedures being strictly adhered to.

Support for the Curriculum

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.
- To promote positive and effective literacy/numeracy for all students.
- Support students to understand instruction in relation to curriculum subjects.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Ensure compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To ensure high standards of behaviour, personal presentation with regards uniform, attendance and punctuality, by each student and ensure that the school Behaviour Policy is adhered to at all times.
- Be prepared to undertake First Aid qualification and contribute to the First Aid responsibilities in the school.
- Undertake relevant training to the role, which may include de-escalation of conflict, behaviour management, classroom practice, etc.
- To supervise students placed within isolation, in line with other Pastoral staff.
- Cover the school's Lesson Support Rota where required.
- To be a member of staff in attendance at whole school detentions (if required).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Accompany Pastoral leaders to student home visits, where appropriate and necessary.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at break/lunchtimes.
- Recognise own strengths and areas of expertise and use these to advice and support others.

General Services

- To provide occasional out of hours support for parents' evenings and other key events.
- To participate in the marketing of the school which includes, but is not restricted to, assisting at open events.
- Assist the Leadership Team in the event of an evacuation or drill.

Whole School Responsibilities

- Promote and safeguard the welfare of children and young people you are responsible for and/or come into contact with.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to values and ethos of the school.
- Appreciate and support the role of other professionals valuing differences of opinion and approach.
- To establish constructive relationships and communicate with other agencies/professionals in a positive manner.
- Attend and make positive contributions in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To assist with students' needs as appropriate, during the school day.
- Any other duties which are required and commensurate with the post.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Cover Supervisor/Pastoral Support Officer

Factors	Essential or desirable	Measured by
Experience and Qualifications		
Experience <ul style="list-style-type: none"> Supporting children's learning in a school. Experience of working with young people in a school setting. Experience of working with outside agencies that support young people. 	Desirable Desirable Desirable	AF/ I AF/ I AF/ I
Qualifications/Training <ul style="list-style-type: none"> Good numeracy/literacy skills. Qualifications related to working with young people that could be applied to a secondary school setting (e.g. First Aid Qualification, Sports Coaching Badges). First aid training as appropriate or willingness to undertake. 	Essential Desirable Desirable	AF/I/ Certificates AF/I/ Certificates AF/I/ Certificates
Knowledge and Skills		
<ul style="list-style-type: none"> Outstanding behaviour management skills with young people. Good numeracy/literacy skills. A strong understanding and awareness of safeguarding procedures, in relation to keeping children safe both inside and outside of school. Use of other equipment technology. Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. Effective use of ICT to support learning. 	Essential Essential Essential Essential Essential Essential Essential Essential	AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I
Personal Qualities		
<ul style="list-style-type: none"> Student focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential	AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I AF/ I

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.