

# Role Profile



<b>Role Title</b>	Cover Supervisor/Pastoral Support Officer
<b>Reporting To</b>	Assistant Director of Curriculum
<b>Department</b>	14-16 College
<b>Pay Grade</b>	Grade 3 – Term Time Only (40 weeks per year)
<b>Version Date</b>	April 18

## Role Purpose

To cover lessons for teaching staff who are absent or otherwise occupied and to support the pastoral leaders in the welfare and progress of students in their learning, behaviour and transitions. Assist with the pastoral support to students, providing advice and guidance and implementing agreed plans to encourage learning and overcome barriers to learning and engagement. Work with students in school who are experiencing complex emotionally demanding situations due to outside influences, requiring sensitivity and signposting support.

## Key Responsibilities

- 1 In the absence of a teacher provide supervision of and be solely responsible for a class of students during lesson time.
- 2 Manage the behaviour of students to promote and maintain order and a calm working environment for students, including implementation of the 14-16 Colleges behaviour policy.
- 3 Establish productive working relationships with students, acting as a role model and setting high expectations.
- 4 Promote the inclusion and acceptance of all students in the classroom and school.
- 5 Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure all students are engaged in learning.
- 6 Collect any completed work after the lesson and return it to the class teacher as appropriate.
- 7 Develop and maintain professional relationships with students, providing mentoring support to targeted students.
- 8 Co-ordinate the work experience process with the Assistant Director for year 10 students as well as part time work opportunities linking with employers.
- 9 Organise the collection of statements from students following an incident.
- 10 Deals with queries and problems in relation to students as the first point of call.
- 11 Deals with all correspondence in relation to student welfare and behaviour as the first point of call.
- 12 Leads corridor and duties out of class time.
- 13 Provide direct coaching to students to improve attitude to learning, attendance, retention, punctuality, positive behaviour, study skills and employability skills. Lead on intervention clubs and detention linked to actions not met.
- 14 Actively support progression and activities promoting positive progression, and leading on activities during designated events. Participating in student recruitment activities as required including open events.



- 15 Lead and maintain positive relations with parents and guardians as appropriate. To report on positive and negative issues affecting learning and College life as well as attending parent / guardian evenings and parental meetings. To support warnings and formal processes linked to exclusions as well as lead success celebrations.
- 16 Providing a first stage listening and guidance service for students and a referral/signposting service into the Group's professional counselling service, and external sources of health, social care and wellbeing as required.
- 17 Working closely with key leads in the school to support Safeguarding and Behaviour and supporting in code of conduct meetings, target setting and attendance meetings.
- 18 Actively comply and contribute to the College's policies and procedures, particularly in relation to Health and Safety, Safeguarding, Equal Opportunities and Data Protection

## Person Specification

Cover Supervisor/Pastoral Support Officer



	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Hold a level 3 qualification in any subject	✓		AF/Cert
Hold a level 4 qualification in any subject		✓	AF/Cert
English and maths at level 2	✓		AF/Cert
Hold or be willing to work towards a coaching qualification	✓		AF/Cert
Mentoring qualification or a willingness to work towards	✓		AF/Cert
Hold or be willing to work towards a Certificate in Basic Counselling skills at level 2-3		✓	AF/Cert
<b>Hold or be willing to work towards a relevant L3 teaching qualification</b> e.g. PTTLS	✓		AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Experience of managing groups of students, coaching and engaging with students in an educational setting.	✓		AF/IV
Experience of delivery, support and direct input to student groups e.g. for a range of health, wellbeing, study skills and E&D related issues		✓	AT/IV
Experience of record keeping, data inputting, and providing timely reports.	✓		AT
Accessing and navigating confidently around ICT systems and databases including eILP or equivalent.	✓		IV
Work calmly under pressure and highly organised.	✓		AF,AT,IV
Able to identify additional learner support needs.	✓		IV
Anticipate changes to service required to constantly improve the student experience.	✓		IV
Experience of providing and supporting extra-curriculum student activity including enrichment, employability and enterprise.		✓	AF/IV
Experience of working professionally with a range of partner organisations, making referrals' or organising events		✓	AF/IV
A good understanding and knowledge of safeguarding, equality and diversity, benefit entitlements, and general student health, pastoral support and welfare issues.	✓		IV
<b>SKILLS AND ABILITIES</b>			
Work effectively on own initiative and as a member of a team.	✓		AF,IV
Meet key service targets and objectives.	✓		AF,IV
Have a proven understanding and commitment to the development and provision of excellent customer service in enhancing the student experience.	✓		AF, IV, AT
Confident with the use of IT to include monitoring statistical reporting highlighting areas of achievement and concern.	✓		AF, IV, AT



Work successfully with colleagues at all levels of an organisation to achieve results.	✓		AF,IV
Confident, approachable and friendly disposition with strong communication and interpersonal skills.	✓		AF,IV
Creates a positive image of the college through the delivery of a high quality customer focussed service.	✓		AF,IV
Seeks support when unclear or when assistance required.	✓		AF,IV
Is able to work flexibly, understanding and responding to change and business need.	✓		AF,IV

\*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview