**POST TITLE:**  Senior Learning and Pastoral Supervisor

**LOCATION/BASED:**  **Gosforth Junior High Academy**

**GRADE:**  N6

**RESPONSIBLE TO:** Assistant Principals

**CORE PURPOSE:** To support the work of the pastoral team, including mentoring and supporting individual students, managing student behaviour and assisting students in relevant activities in line with the school’s policies and procedures. To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff. To organise and run sports clubs.

**MAIN DUTIES & KEY RESPONSIBILITIES**

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To support students with their pastoral needs focusing on their wellbeing and behavior.
2. Under the agreed system of supervision, during the short term absence of the classroom teacher, to supervise students undertaking work which has been set in accordance with the school’s policy.
3. To manage student behaviour problems or emergencies, in the absence of the teacher, according to the academy’s policies and procedures.
4. To deal with any immediate problems or emergencies, in the absence of the teacher, according to the academy’s policies and procedures.
5. To return the work completed by students to the appropriate teacher and feedback on any behavioural or other issues, using the academy’s agreed referral procedures.
6. To monitor and evaluate students’ responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
7. To use ICT effectively to support learning activities and develop students’ competence and independence in its use.
8. To liaise sensitively and effectively with parents/carers as agreed with the teacher.
9. To undertake activities as directed by the teacher, with whole classes, individuals or small groups of students.

**Classroom Organisation**

1. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
2. To demonstrate creativity in assisting with the practical resourcing of the classroom.

**Student Support**

1. To respond to student individual needs and promote the inclusion and acceptance of all students in the classroom and the school.
2. To provide feedback to students in relation to progress and achievement.

**Academy Support**

1. To follow the academy policy documents and schemes of work and keep updated with academy and National Curriculum documentation.
2. When necessary, to set and prepare teaching resources that meet students’ needs and interests.
3. Accept responsibility for the creation of a safe environment for students both inside and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to the appropriate person.
4. Under the supervision of the Principal or other designated teachers, to invigilate internal and external examinations.
5. To attend meetings and engage in development activities/training as required by the academy.

**Welfare and other duties**

1. To undertake planned supervision of students’ out of academy learning activities and supervise students on visits and trips.
2. To promote and implement the academy’s equal opportunities policies in all aspects of employment and service delivery.
3. To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.

**Specific Responsibilities**

1. During designated time to act as a first point of contact for all student related matters arising.
2. Manage a caseload of challenging students.
3. Link with other professionals.
4. Contribute to the management of attendance, punctuality, behavior and exclusion practices for the target group students.
5. Contribute to the extra-curricular offer.
6. Manage internal isolation/exclusion room.
7. Contribute to the assembly programme.
8. Monitor student progress, establishing intervention strategies to maximize student achievement.
9. To support and contribute to the training of colleagues during the transition period.

**GENERAL RESPONSIBILITIES**

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. 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 an appropriate person.
8. Carry out duties in line with the Trust’s Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

**OTHER**

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It’s important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required. **PERSON SPECIFICATION**

**POST TITLE: Senior Learning and Pastoral Supervisor**

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| **SKILLS, KNOWLEDGE AND APTITUDES** | **ESSENTIAL** | **DESIRABLE** |
| Excellent oral and written communication skills | ✓ |  |
| Excellent numeracy/literacy skills | ✓ |  |
| Able to persuade, influence and gain co-operation | ✓ |  |
| Excellent ICT skills and ability to use them effectively to support learning | ✓ |  |
| Able to use other equipment/technology – video, photocopier | ✓ |  |
| Working knowledge of relevant policies and awareness of relevant legislation | ✓ |  |
| Able to work constructively as part of a team | ✓ |  |
| Ability to converse at ease with pupils and provide advice in fluent and accurate spoken English | ✓ |  |
| Understanding of classroom roles and responsibilities |  | ✓ |
| Awareness of relevant legislation relating to child protection |  | **√** |
| Understanding the principles of child development and learning processes |  | **√** |
| **QUALIFICATIONS AND TRAINING**  | **ESSENTIAL** | **DESIRABLE** |
| Good general education with English and Maths Grade C or above  | ✓ |  |
| NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience | ✓ |  |
| Appropriate first aid training |  | ✓ |
| Training in relevant learning strategies and specialist knowledge in a particular curriculum area |  | ✓ |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Working with children of relevant age in a learning environment | ✓ |  |
| Experience of liaising with adults i.e. parents/carers | ✓ |  |
| Managing pupil behaviour | ✓ |  |
| Supervising pupils, under an agreed system of supervision | ✓ |  |
| Invigilating internal and external exams, under supervision |  | ✓ |
| Selecting and preparing resources for use in the classroom |  | ✓ |
| Experience of using CPOMS and SIMS |  | ✓ |
| Experience of working with external agencies |  | ✓ |
| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| Ability to relate well to children and adults  | ✓ |  |
| Ability to work with minimal supervision | ✓ |  |
| Able to respond effectively to problems | ✓ |  |
| Able to plan own workload and meet deadlines | ✓ |  |
| Able to work under own initiative | ✓ |  |
| Ability to motivate students | ✓ |  |
| Ability to form and maintain appropriate relationships and personal boundaries with students | ✓ |  |
| An interest and commitment to the whole school community | ✓ |  |
| A commitment to child protection and safeguarding. | ✓ |  |
| **SPECIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Willing and able to support on the school coaches a couple of times a week before and after school. | ✓ |  |
| Willingness to undertake further training (if necessary) | ✓ |  |
| Satisfactory Enhanced DBS clearance with a Childrens Barred List check. | ✓ |  |
| Medical clearance. | ✓ |  |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ |  |
| Evidence of qualification certificates. | ✓ |  |
| Evidence of Right to work in the UK. | ✓ |  |
| Full UK driving license and access to a car during working hours. |  | ✓ |

***The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.***