



JOB DESCRIPTION

JOB TITLE: Option 1: PASTORAL TUTOR AND STUDENT SUPERVISOR
 Or Option 2: STUDENT SUPERVISOR
REPORTS TO: PASTORAL DIRECTOR
SALARY: SCALE 6
DATE: SEPTEMBER 2010
HOURS: 36HOURS (TERM TIME ONLY): (8am – 4pm Monday – Thursday
 8am – 3.30pm Friday): + training days

Purpose of the job

Option 1:

- To act as pastoral tutor to one group (approximately 25 students) in each of the Years 7-10. This included 2 hours contact with tutor groups each day plus administration time to complete pastoral tasks
- Supervising cover lessons for absent teaching staff
- Assisting in supervising public entry and exit to the school and public areas of the school during social times and key movement times during the day
- Assisting in the successful running of the inclusion area of the school.

Option 2:

- Supervising cover lessons for absent teaching staff
- Assisting in supervising public entry and exit to the school and public areas of the school during social times and key movement times during the day
- Assisting in the successful running of the inclusion area of the school

Key responsibilities:

Pastoral Tutor Roles

Personal Support	
Attendance	<ul style="list-style-type: none"> • To take an active interest and monitor the attendance and punctuality of students and offer them support • Promote improvement in attendance and punctuality • Collect and monitor absence notes from parents • Contact parents whenever necessary • Refer appropriate cases to Key Stage Manager and/or personal mentor
Health	<ul style="list-style-type: none"> • To take an active interest in the health and well-being of students and offer them support • Communicate with staff when appropriate • Contact parents whenever necessary • Refer appropriate cases to Key Stage Manager and/or personal mentor

Personal Welfare	<ul style="list-style-type: none"> To take an active interest in the personal welfare of students and offer them support Refer appropriate cases to Key Stage Manager and/or personal mentor
Curriculum	
Curriculum & Timetable	<ul style="list-style-type: none"> Take an active interest in the curriculum and timetables of students and offer them support Refer appropriate cases to Key Stage Manager and/or personal mentor
Learning	<ul style="list-style-type: none"> Take an active interest in the teaching and learning of students Check and sign student planners to see if there are any issues arising with homework and contact parents where necessary Refer appropriate cases to Key Stage Manager and/or personal mentor

Vocational Support	
Careers Education	<ul style="list-style-type: none"> Take an active interest in the careers education of students and offer support when appropriate
Work Experience	<ul style="list-style-type: none"> When necessary be aware of when Work Experience placements are scheduled
Personal & Social Education	
	<ul style="list-style-type: none"> Involvement and delivery of the 'tutorial programme' such that good citizenship, self discipline, respect for others, work ethic, responsibility, reliability, honesty, attitudes, etc are encouraged

Development of a positive school ethos	
General	<p>Promote the development of a positive school ethos by:</p> <ul style="list-style-type: none"> The monitoring of student planners Contacting parents when necessary or referring to the Key Stage Manager Ensuring students follow the school uniform code Ensuring students follow the school behaviour code Promoting communications with parents by issuing school newsletters, information about parent consultation evenings etc Encouraging students to be active participants in the School's House System Encouraging students to take part in school initiatives – charity events, extra curricular activities etc Informing Key Stage manager of outstanding achievements Taking an active interest in student's safety and security and offering support when necessary, e.g. to respond in a positive way towards issues like bullying referring to the Key Stage Manager when appropriate
Routines Responsibilities	<ul style="list-style-type: none"> To collect any parental reply slips and return to school office To collect any monies for ad hoc events, e.g. charity events, non-uniform days etc To undertake any routine task as might deemed appropriate by the Key Stage Manager

STUDENT SUPERVISOR ROLES:

Cover Supervision	
	<ul style="list-style-type: none"> To cover lessons due to staff absence, carrying out the following duties: <ul style="list-style-type: none"> greet class taking the register explaining work to be completed help and support individual students as appropriate administering cover work up-holding school policies in matters of behaviour and uniform ensure start and finish of lessons follow normal school procedures liaising with staff (curriculum leaders) when appropriate
Social Supervision	
	<ul style="list-style-type: none"> In conjunction with other staff, to be a leading supervisory presence in and around the school between 8am and 8.25am and between 3pm and 3.30pm each day to ensure safe and orderly conduct of students as they arrive and leave school, and to disperse students from the area at the end of each day To pro-actively ensure the safe and orderly conduct of students around the school at breaks and between lessons, and to provide corridor

	<p>supervision and assistance to teaching staff during the school day.</p> <ul style="list-style-type: none"> • To support the SMSA team in pro-actively carrying out student supervision during lunchtimes • To assist the Pastoral Director by running supervised break / lunchtimes when required • To develop a high profile around the school in order to become known by students and staff as an assertive and pro-active student supervisor
	<p>Inclusion Supervisor</p>
	<ul style="list-style-type: none"> • To occasionally assist other staff in organising work and providing cover for students in the inclusion area.