**JOB DESCRIPTION Secondary Cover Supervisor and KS3/4 Pastoral Mentor**

**Job title:** Cover Supervisor and Pastoral Mentor

**Responsible to:** SLT and Pastoral Team

**Main purpose:**

* To offer high-quality cover supervision as directed by teaching staff
* To liaise and work with teachers, TAs and the pastoral team in supporting pupils
* To supervise and support pupils working outside of the classroom and to complete any administrative duties related to this
* To apply school policies and procedures consistently and appropriately

**Main duties:**

**Supporting pupils’ learning by delivering high quality cover supervision**

* Liaise and work with a range of colleagues to ensure that the quality of learning and teaching is maintained during staff absence
* Support pupils’ learning across the curriculum, tailoring support to match learners’ social and emotional needs
* Provide support for pupils requiring targeted support, under the direction of class teachers
* Contribute to pastoral support by mentoring pupils
* Work with teaching staff by providing targeted support for pupils in assessments, as part of access arrangements

**Meeting pupils’ wider well-being needs**

* Support the school community ethos underpinned by *Ready, Respectful and Safe.*
* Support the emotional well-being of pupils by acting as the ‘trusted adult’ link
* Help with the ‘The Link Lunchtime Club’ in the library for vulnerable pupils
* Help with other activities organised by the pastoral team to promote personal development and inclusion

**Providing pastoral support**

* Safeguard the welfare of pupils with SEND and other vulnerable learners
* Provide support for the pastoral team in administrative duties

**Supporting the wider work of the school**

* Comply with all school policies and procedures
* Contribute to the school’s improvement planning and self-evaluation processes, through monitoring the impact of additional interventions and in-class support
* Support access arrangements for public examinations by acting as scribes, readers and prompters
* Contribute to maintaining pupils’ records
* Provide support for pupils on educational visits and out-of-school activities

**Working with colleagues**

* Support and maintain collaborative, productive working relationships with school staff
* Liaise with pupils, their parents/carers, teachers and practitioners from external agencies, to support pupils’ learning and well-being