



Role: Pastoral Activities Supervisor
Scale: Bexley Scale 4.1-4.4 (£10,184-£10,368) *Pay Award Pending*
Hours: 20 hours per week 39 weeks per year (Term Time plus 1 week)

MAIN RESPONSIBILITIES

- To undertake direct supervision of students in designated areas.
- To maintain a sense of controlled calm whilst supervising students to ensure safe and orderly conduct within and outside the school premises.
- A composed but firm approach is required in dealing with young people in their recreational environment. Additional support is provided as required.
- Deal with minor incidents and where appropriate refer more serious incidents to Head of Year.
- To assist the Head of Year with investigating and reporting incidents.
- To assist with extra-curricular activities (school clubs) where necessary.
- To liaise with parents and outside agencies and attend relevant meetings as appropriate.
- Appreciate and support the role of other professionals.
- Participate in training and performance development as required.
- Be aware of and support diversity, and ensure equal opportunities for all.
- Other responsibilities to be discussed and agreed with Key Stage Manager and Head of Year, which may include, but not limited to, Assistant Head of Year duties, mentoring students, organising, and overseeing co-curricular activities/clubs.

PERSON SPECIFICATION

- experience of working with secondary age students is desirable
- appropriate training and/or qualifications relating to Individual Needs would be an advantage
- sports coaching qualification would be an advantage
- an ability to relate to a whole range of individual students
- a team player
- an ability to work flexibly
- a calm, self-assured and positive manner
- ability to deal with all stakeholders (students, staff, governors, parents and external agencies) with tact and sensitivity
- an openness to new ideas and new approaches in education.



- willingness to participate in appropriate training such as First Aid
- satisfactory enhanced disclosure and barring check (DBS) is required
- a good standard of education
- Be in excellent health
- Have good ICT skills

Signed: Date: