

## AFTER SCHOOL SUPERVISOR (SENIORS) - JOB DESCRIPTION

### About St Gabriel's

We are proud that a St Gabriel's education allows our pupils, from nursery, through Junior and Senior School, to the Sixth Form to move seamlessly on to the next stage of their education with a lifelong intellectual curiosity, the ability to question and challenge and a confidence and belief in their ability.



While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey.

Providing an exceptional educational experience for children of families within and surrounding the Newbury area has always been our focus. In the last decade, we have successfully established the St Gabriel's Nursery and extended the co-educational offering of our Junior School to the Senior School. The Sixth Form, alongside Year 9, will accept boys from September 2024 with St Gabriel's becoming fully co-educational in September 2027.

### Job Purpose

- To supervise and support pupils during after school homework club
- To promote academic achievement and support pupils with set homework tasks
- To aid the pupil/s to learn as effectively as possible

### Objectives

- To promote positive behaviour amongst pupils at all times
- To provide a safe, supportive environment where pupils can gain assistance with their studies
- To establish a supportive relationship with the pupil/s concerned

**Reporting to:** Vice Principal

**Hours of work:** Core hours are 15.45-18.30 on Monday to Friday, during term time only

### Principal Areas of Responsibility

- Supervise pupils doing homework
- Ensure pupils have support, guidance and a good working atmosphere for completion of homework
- Helping pupil/s to concentrate on and finish work set
- Follow the school first-aid procedures
- Bringing unsafe issues to the attention of the Vice Principal or SLT Duty person immediately
- Ensuring the school's equal opportunities policy is adhered to at all times
- Maintaining communication with the Vice Principal/ SLT Duty person concerning appropriate or inappropriate behaviour, accidents or incidents

## Personal Specification

- Able to motivate and encourage pupils
- Confidence, creativity and high standards of conduct
- Awareness of the Health and Safety of the pupils
- Ability to communicate effectively with parents, carers and other professionals
- Ability to work as part of a team, reliable, good time keeper, patient and caring

## Summary of main terms and conditions

- Competitive salary, pro-rated for part-time and term time working
- Generous contributory pension scheme
- Group life assurance
- Free on-site parking
- Free meals during term time
- Staff discount on nursery and school fees

**To apply:** Please apply by completing a St Gabriel's Application Form (available on school website [www.stgabriels.co.uk](http://www.stgabriels.co.uk)). Completed forms should be returned by email to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk) or by post to Maria Wall, St. Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD.

**Applications will be considered as they are received and candidates may be invited for interview at any stage. Early applications are warmly encouraged.**

This role will commence as soon as possible.

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy and Safeguarding Guidance at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.*