

## AFTER SCHOOL SUPERVISOR (SENIORS) - JOB DESCRIPTION

### About St Gabriel's:

Founded in 1929, St Gabriel's is a thriving co-educational independent day school for children aged 6 months to 18 years. The key to our success is providing a balanced and inspiring education within a community based on mutual respect and collaboration, creating an environment where pupils are confident, engaged and happy.

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, rather than having their heads down as the world passes them by.



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 2026.

Situated in Sandleford Priory, which dates back to the early Middle Ages, St Gabriel's is set in a beautiful Grade 1 listed building within Capability Brown parkland, which provides a gracious setting in which to work.

### 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

# ST GABRIEL'S

NEWBURY

- 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.

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.*