



# Newton Abbot College

Imagine what's possible ...

## Job Description

<b>Post Title:</b>	Patroller with additional administration responsibilities
<b>Salary Grade:</b>	Scale 1
<b>Contract Type:</b>	Permanent. Part Time. Term Time.
<b>Working Hours:</b>	870.83 hours per annum, worked over 38 weeks (9.50 am to 2.25 pm Monday to Friday). There is a requirement to work flexibly according to business need.
<b>Responsible to:</b>	Head of House with responsibility for Patrollers.

## Role Description

Working as part of the College's Support Staff team, to act as a role model to students and take a key role in their supervision, safety and welfare. To act as first aider. To provide general administrative support to the Business Services Team. As a key member of the support team to work collaboratively with colleagues to achieve the College's objectives.

## Job Description

### Patrolling

- To supervise students, monitor and effectively manage their behaviour to ensure their safety and wellbeing at all times
- To engage with students in a positive and constructive manner
- To establish constructive, collaborative relationships with colleagues throughout the College
- To promote positive behaviour especially by encouraging students to take responsibility for their own actions
- To challenge inappropriate student behaviour when necessary
- To consistently demonstrate role model behaviour when interacting with students
- To demonstrate an approachable communication style with students whilst maintaining a suitable level of professional detachment

### First Aid

- To attend to first aid incidents across the College
- To liaise with other first aid personnel as required

## **Lesson Changeover, Break and Lunchtime Duties**

- To supervise the orderly passage of students between lessons and at break times
- To supervise the behaviour of students during the lunchtime period
- To encourage students to clean up after themselves
- Where necessary, to assist catering staff with the organisation of the restaurants

## **Administration Support**

- To provide administrative support across the College as and when required, including:
  - processing internal and external post
  - organising student files
  - supporting the Business Support team with general office and clerical duties and communication across the College campus, working flexibly to accommodate a variety of basic duties
  - supporting the Data team with College reports and assessments
  - supporting the premises manager with administration tasks
- To provide support and cover on reception, including:
  - operating the switchboard
  - assisting with visitors and students at reception
  - carrying out the specific responsibilities during evacuations

## **Support team**

- To support the achievement of the College's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required

## **Other Duties**

- To follow the College's ICT policy for safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College's safeguarding policies
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities
- To comply with the College's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake training and personal development as and when identified by Line Manager
- To undertake any other duties as deemed appropriate by the Principal

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**

Signed: ..... Date: .....  
Principal

Signed: ..... Date: .....

Newton Abbot College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.