



Hove Park School
"Together We Achieve"

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN
Tel: +44 (0)1273 295000/1 Fax: +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA
Tel: +44 (0)1273 295002/3 Fax: +44 (0)1273 294994

Email: office@hovepark.org.uk

Mr Jim Roberts- Headteacher

Student Supervisor
NJC Scale 3 - £11,463 to £11,692 per annum (Actual)
25 hours per week
Monday to Friday, 10:30 am to 3:30 pm
Term time only, 46.94 weeks per year

Commencing: December 2019

Hove Park School is seeking to recruit Student Supervisors to work across both of our school sites as required. This is a wonderful opportunity to develop your career in a supportive and forward thinking environment. Hove Park is an excellent school in which to work and was judged Good in our last inspection in March 2017.

Purpose of the job:

To supervise students throughout the communal areas of the school; providing support, advice and guidance to students and promoting good behaviour in order to help maintain pupil safety and welfare on the school premises.

Student Supervisors will be required to monitor and pick up referrals though out the day. In addition, Student Supervisors will work through the lunchtime period to ensure that pupils are supervised in different areas of the school at that time.

The right candidate will be flexible and able to supervise referrals whilst also supporting students of all backgrounds, including those with special educational needs.

Information about this post and an application form can be downloaded from our website: www.hovepark.brighton-hove.sch.uk/vacancies

Please submit your completed application form to recruitment@hovepark.org.uk
Alternatively, you can apply directly through TES.

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check.

Deadline for applications: Wednesday 20th November 2019
Interviews: Week beginning 25th November 2019

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.



Distinguished
School





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Mr Jim Roberts- Headteacher

JOB DESCRIPTION

Job Title: Student Supervisor
Reports to: Assistant Headteacher
Section: Secondary School

Purpose of the Job

To supervise students throughout the communal areas of the school; providing support, advice and guidance to students and promoting good behaviour in order to help maintain pupil safety and welfare on the school premises.

Principal Accountabilities

- To patrol all areas of the school, internally and externally helping to maintain the health, safety and welfare of the students, responding to queries, providing them with information when required.
- To ensure students arrive on time for lessons, advising them of location if necessary, liaising with the attendance department when students are known to be outside of the school premises
- To act as a positive role model around the school, building trust and rapport with students, encouraging them to be able to approach for help / assistance whilst maintaining an authoritarian position
- To respond appropriately to any incidents as they arise, such as fights and bullying, and first aid incidents, - administering first aid when necessary, making quick decisions, contacting additional staff to help when required
- To use walkie-talkies and mobile phones to maintain communication with colleagues, able to gain assistance or provide assistance promptly to others when incidents arise



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- To provide pastoral support to students when necessary, responding appropriately to pupils in need of emotional support, maintaining a professional position and ensuring boundaries are adhered to.
- To use knowledge of available support services to help pupils' access services they require if necessary. To use knowledge of Child Protection issues in order to refer incidents on when appropriate.
- To provide supervision during the lunchtime period in the canteen, ensuring pupils maintain an orderly queue for food, and uphold good behaviour.
- To assist teachers in the classroom if required, providing additional supervision during lessons, helping to maintain good behaviour.
- To liaise with the Leadership group, the SEND team, Student Support, Student Services, Teachers, Attendance Officers, Year Heads, regarding the welfare of pupils as required.

The following accountabilities may be required depending on the school:

- Under the direction of the resource manager to provide reprographics assistance including photocopying, cutting and pasting, laminating, binding etc
- To provide support and assistance with other services in the school:
For Example:
 - Lost Property
 - Locker Administration
 - School Uniform Shop
 - Free School Meals Administration
 - Maintaining Display Boards
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Whole
Education
Partner School



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Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

Post Title: Student Supervisor

Section: Secondary School

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"> • First Aid Qualification • Understanding of Child Protection issues • Knowledge & understanding of the needs and issues of secondary school/sixth form pupils • Knowledge of the services available to secondary school/sixth form pupils
Experience	<ul style="list-style-type: none"> • Experience of working in a school • Experience of working with young people
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work with young people • Ability to work in confrontational situations • Good communication skills • The ability to respond calmly and effectively in differing situations, often accidents or emergencies • The ability to work as part of a team
Other Requirements	<ul style="list-style-type: none"> • Ability to undertake training courses in a variety of areas beneficial to the role such as Counselling, First Aid, Health & Safety and Restrain as required. • Ability to spend lots of time walking around and standing
Equalities	<ul style="list-style-type: none"> • To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.