



## **JOB DESCRIPTION**

<u>Post Title:</u>	Study Centre Supervisor (PT)
<u>Purpose:</u>	To provide support for students at a range of levels and maintain purposeful, working ethos in the Library and Study Centres, allowing for continuous supervision of the centres
<u>Responsible to:</u>	The Principal through the Director of College Services and the Library Manager
<u>Liaising with:</u>	Relevant staff with cross college responsibilities, e.g. the Library and Study Centre team, teaching staff, and the Student Services and Enabling teams

### **Main Duties and Responsibilities:**

#### **Library and Study Centres**

- To work positively and collaboratively as part of the Library and Study Centres team to provide cover and support across the centres as required. This will include following a rota to cover colleagues when they are away from their centres, such as for lunch breaks and meetings
- To maintain a purposeful, working ethos in the library and study centres, ensuring excellent levels of behaviour through effective use of the college and departmental behaviour strategies
- To provide operational support and technical assistance in the use of the IT equipment, facilities, and resources in person, by phone or email
- To contribute to the maintenance of an attractive working environment
- To assist in the preparation of physical displays, poster and digital marketing material
- To undertake assigned departmental tasks, including the processing of books and other resources
- To assist with the maintenance of a digital booking system for the library and study centres
- To assist in the development of the centres through supporting new initiatives towards wider college strategic objectives
- To work positively and collaboratively within the wider college Enabling Department, undertaking designated tasks and responsibilities to support cross-college projects
- To assist with departmental and college-wide promotional events as required, e.g. Marketing events, Open Days, Taster Days and the Fresher's Fair
- To undertake cash-handling including printing credits and fine payments

## PERSON SPECIFICATION: STUDY CENTRE COVER SUPERVISOR

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of assessment
<b>Experience</b>			
Strong behaviour management competency	✓		Application, interview
Recent evidence of working in a Supervisory capacity with students/ young people	✓		Application, interview
Experience of working in an educational establishment		✓	Application, interview
Experience in an administrative role		✓	Application, interview
<b>Skills and knowledge</b>			
Ability to provide operational technical assistance and general study support to students		✓	Application, interview
Ability to work with students from entry level to level 3	✓		Application, interview
High level of literacy/communication skills	✓		Application, interview
Ability to work with other staff as a team	✓		interview
Excellent organisational and administrative skills	✓		Interview
A clear understanding of developments in post-16 education		✓	Application, interview
Ability to meet deadlines	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, interview
<b>Qualifications</b>			
Educated to GCSE level or equivalent	✓		Application, interview
A relevant degree level qualification or equivalent in an appropriate subject.		✓	Application, interview
In possession of, or a willingness to work towards, a relevant IT qualification		✓	Application, interview
<b>Attitude and impact</b>			
Positive, enthusiastic, flexibility and tenacity with a wide range of tasks	✓		Interview
Willingness to take and follow advice from line managers with regard to, for example, use of resources and supporting students	✓		Interview
A positive attitude to IT and a willingness to learn to use digital resources effectively	✓		Interview
Smart in appearance and manner	✓		Interview
<b>Personal</b>			
Enhanced DBS clearance #	✓		Pre-employment check
Two satisfactory references #	✓		Pre-employment check
Full and relevant career and education history	✓		Application
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, pre-employment check
<p>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p># To follow an initial offer of employment</p>			