

<b>Post Title</b>	Study Centre Supervisor (Team Leader)
<b>Purpose</b>	To support the Library and Study Centre Manager in co-ordinating, leading and supporting the team of Study Centre Supervisors to facilitate the requirements of students and staff. To ensure effective use of the spaces and staff.
<b>Responsible to</b>	The Principal through the Director of College Services and the Library and Study Centre Manager.
<b>Liaising with</b>	Relevant staff with cross college responsibilities, e.g. the Library and Study Centre team, teaching staff, and the Student Services and Enabling teams.
<b>Remuneration</b>	SFCA Support Staff pay spine points 10 – 12 (£26,666.00 - £28,408.00 per annum, £22,738.10 - £24,223.50 pro rata) Term time only position.

**Main Duties and Responsibilities**

<p><b>Library and Study Centres</b></p> <ul style="list-style-type: none"> <li>• To co-ordinate and deploy a team of Study Centre Supervisors across multiple centres, always ensuring a suitable level of cover and student supervision.</li> <li>• To organise and delegate Study Centre Supervisor workload by working closely with the LSC Manager and Librarian to ensure departmental tasks are completed effectively and efficiently.</li> <li>• To work closely with the LSC Manager to develop departmental procedures and policies, including the maintenance of an internal Behaviour Management procedure.</li> <li>• To ensure consistent high-quality customer service across the department.</li> <li>• To work positively and collaboratively as part of the Library and Study Centre team to provide cover and support across the centres as required.</li> <li>• To maintain a purposeful working environment in the study centres, ensuring excellent levels of behaviour through effective use of the college and departmental behaviour strategies.</li> <li>• To manage a digital booking system for the library and study centres.</li> <li>• To assist in the development of the centres through supporting new initiatives towards wider college strategic objectives.</li> <li>• To provide operational support and technical assistance in the use of the IT equipment, facilities, and resources in person, by phone or email.</li> <li>• To maintain attractive working environments across the study centres.</li> <li>• To undertake departmental tasks as required, including the processing of resources, administrative tasks, and providing student inductions.</li> <li>• To assist with departmental and college-wide promotional events as required, e.g. Marketing events, Open Days, Taster Days and the Fresher’s Fair.</li> <li>• To undertake cash-handling including printing credits and fine payments.</li> <li>• To work positively and collaboratively within the wider college Enabling Department, liaising with colleagues to co-ordinate designated tasks and responsibilities to support cross-college projects, including attending Heads of Enabling department meetings as required.</li> </ul>
<p><b>Staffing</b></p> <p><i>Staff Development</i></p> <ul style="list-style-type: none"> <li>• To follow the college’s HR policies and procedures, utilising the appraisal system to motivate and develop the Study Centre Supervisor team and identify areas for training</li> <li>• To complete new staff induction activities.</li> </ul>

- Complete a programme of staff development activities including those relating to statutory requirements, for example on Safeguarding or GDPR commitments.
- To undertake further staff development where appropriate, including attending Awarding Organisation training, for example, as directed by the line manager.

#### *Deployment of Staff*

- To ensure that appropriate arrangements are made when absent, informing HR and reception and working with the line manager.
- To work as part of a team and to ensure effective working relations, including where appropriate, to reasonably assist support staff and technicians in the discharge of their duties.
- To work with the line manager on completion of New Starter Reviews and the annual appraisal cycle.

#### **Quality Assurance**

- To ensure the effective operation of quality assurance systems.
- To assist with the implementation of College quality procedures.

#### **College Information and Administration**

- To ensure the maintenance of accurate and up-to-date information concerning students.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To contribute to reports within the quality assurance cycle.

#### **Communications**

- To ensure familiarity with the department's aims and objectives.
- To ensure effective communication/consultation as appropriate with students, staff, coaching staff, parents of students and appropriate individuals external to the College.
- To liaise with relevant external bodies as appropriate.

#### **Marketing and Liaison**

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

#### **Management of Resources**

- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the College and the students.
- To contribute to the maintenance of an attractive working environment in teaching rooms used.

#### **Student Support**

- To monitor and support the attendance and development of students as appropriate to the role, including use of the Student Log as directed.

#### **Other**

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- To promote Equality and Diversity in all aspects of your area.
- To adhere to Health and Safety, and Safeguarding policies and procedures.
- To prioritise and allocate in the most efficient and effective way, all incoming work and have flexibility and a readiness to undertake a wide range of tasks.
- To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation.
- To act professionally, prudently and in the interests of the organisation at all times.
- This Job Description is subject to periodic review and amendment.
- 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.
- To ensure your "online footprint", including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers' Standards.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).

## Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of assessment
<b>Experience</b>			
Experience of people management	✓		Application, interview
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, including ability to communicate with colleagues	✓		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		✓	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 people management qualification		✓	Application, interview
<b>Attitude and impact</b>			
Positivity, flexibility and tenacity with a wide range of tasks	✓		Interview
Ability to motivate others	✓		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>			
Practicing Catholic (for Theology/RE posts only)*	✓		Application, interview
Enhance 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>* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.</p> <p># To follow an initial offer of employment</p>			