

JOB DESCRIPTION

JOB TITLE:	Student Supervisor
LINE MANAGER:	Head of Studies
JOB PURPOSE:	To facilitate a purposeful and safe study environment for students and staff.

KEY RESPONSIBILITIES AND DUTIES

- To greet students as they come in to the College and ensure compliance with the College's expectations as outlined in the college code of conduct.
- To circulate round the College's social spaces and encourage considerate use of these spaces in line with the code of conduct and the College's expectations around good student behaviour.
- To circulate round the College's independent study spaces and encourage purposeful use of these spaces in line with the College's expectations around good student work ethic.
- Support the College's Intervention Procedures for out of class disciplinary issues to include recording information on ProMonitor and by giving evidence when required.
- To assist the College's intervention processes by facilitating the attendance of students at meetings with the guidance team.
- To liaise regularly with the Deputy Heads of Studies so that duties can be prioritised as needed.
- To alert the College to any unauthorised visitors to the College site and assist as required.

General

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme
- To ensure the application of the College's policy and procedures with regard to Health and Safety
- To be responsible for Health and Safety within areas of own responsibility
- To participate in the College's policy for Professional Development and Review

Notes

1. The above job description outlines key responsibilities. It is not exhaustive and the tasks outlined can be expected to change over time.

2. The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the post holder’s contract of employment)

Person Specification for Student Supervisor

Post	Student Supervisor	
CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • A good standard of general education 	
RELATED EXPERIENCE	<ul style="list-style-type: none"> • Experience working in a supervisory role • Experience of dealing with customers and/or clients in person 	<ul style="list-style-type: none"> • Experience working with 16-19yr olds
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to work in a friendly and professional manner • Ability to relate young people in a friendly and professional manner • Ability to work effectively in a team • Ability to use own initiative • Capacity to work in a calm manner and without direct supervision 	<ul style="list-style-type: none"> • Experience in the use of IT in a working environment
ATTITUDE & DISPOSITION	<ul style="list-style-type: none"> • Energetic, reliable and positive • Commitment to the stated values of the College, including valuing diversity and promoting equality • Commitment to safeguarding and promoting the welfare of young people • Flexibility and resilience • Open and approachable manner • Calmness under pressure 	
SPECIAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Post holder must be able to patrol the College, both indoors and outside, in all weathers 	