



## Job Description Student Supervisor

<b>Job Purpose:</b>	To supervise student behaviour and facilitate a safe study environment for staff and students.
<b>Responsible to:</b>	Estates Operations Manger
<b>Annual Salary:</b>	Scale 4 of SFCA Support Staff Salary spine (NJC Points 8-11) Pro rata
<b>Hours of Work:</b>	37 hours per week, Term Time only, plus 5 days
<b>Holidays:</b>	College Holidays
<b>Pension:</b>	Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period

### Key Responsibilities:

- Support and maintain clear expectations for student behaviour and safety whilst they are on or near the College site and challenge poor behaviour where necessary.
- Engage with students exhibiting behavioural issues, offering guidance and corrective actions
- To play a key role in ensuring that students abide by College protocols, which may include any national guidance
- Be an integral part of the Student Support team, working closely with Progress Coaches and Directors, to empower students to manage and monitor their own behaviour in and around College
- To Support the Colleges disciplinary procedures for out of class disciplinary issues to include recording information on ProMonitor and giving evidence when required.
- To assist Duty Managers by escorting students from classroom when intervention is needed
- To support the College's drive to require students to wear ID badges by appropriately challenging, recording and monitoring non-compliance
- To circulate around the College's independent study spaces and social spaces and encourage considerate use of these spaces in line with the code of conduct.
- To undertake training and once qualified be a First Aider on the College rota.
- To actively discourage smoking and littering and to take part in College campaigns from time to time
- To assist other teams such as Estates from time to time with ad hoc duties, as and when required

### General:

- To take part in the College's Performance Review and Development Scheme (PRD)
- To be responsible for Health and Safety within areas of own responsibility
- To contribute to the College's responsibility for safeguarding and promoting the welfare of young people
- To observe the College's commitment to equal opportunities
- To undertake any other duties which are reasonably comparable to a post of this grade

<b>PERSON SPECIFICATION</b>		
<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake any appropriate Training</li> <li>• Level 2 (GCSE/O LEVEL/CSE) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aider trained</li> </ul>
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working/volunteering in a public facing role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience/knowledge of working in an educational environment</li> </ul>
<b>SKILLS/ APTITUDES</b>	<ul style="list-style-type: none"> <li>• Ability to establish effective working relationships with young people</li> <li>• Excellent interpersonal skills and the ability to communicate effectively with staff and students</li> <li>• Ability to work as a member of a team</li> <li>• Good organisational skills with the ability to prioritise workload</li> <li>• Ability to work calmly under pressure</li> <li>• Ability to work independently, proactively and complete tasks with the minimum of supervision</li> <li>• Ability to work safely at all times and follow health and safety guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in use of Microsoft Office applications including proficiency in Word, Excel and Outlook</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A good understanding of the English language</li> <li>• Interest in educational needs of students</li> <li>• A commitment to deliver excellent standards of service for young people</li> <li>• A good standard of general fitness and good health is required due to the nature of this role</li> <li>• Flexible approach to working hours</li> <li>• Excellent reliability and punctuality</li> <li>• Enthusiasm and motivation</li> <li>• Willingness to undergo an enhanced DBS check</li> <li>• A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people</li> </ul>	

Last reviewed	November 2024
Reviewed by	Charlotte Hemmins