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**JOB DESCRIPTION** **– (Student Supervisor)**

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| Job title | **Student Supervisor** |
| Grade | **Grade B** |
| Responsible to | **Student Development Resource Manager** |
| Responsible for | **To facilitate a purposeful and safe environment for learners** |
| Effective from | **April 2025** |

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| **SUMMIT LEARNING TRUST Mission Statement**  Success through Endeavour  Ambition through Challenge  Strength through Diversity |

**Job Purpose:**

* To ensure students comply with the college’s expectations as outlined in the student code of conduct when on the College’s campus, ensuring considerate use of both social and study spaces
* Supervise students across the College’s social spaces ensure good student behaviour
* To circulate around the College’s independent study spaces ensuring a purposeful use of these spaces in line with College expectations
* Support the development of excellent study habits and ensure that learners utilise their independent study time effectively.
* To carry out attendance checks during the day with learners and to record any concerns on the in-house computer systems as required
* To alert the duty manager of any serious concerns and/or any unauthorised visitors to the College site and assist as required
* Liaise with curriculum teams to aid the direction of work for learners to complete.
* Support the college’s positive behaviour management and use college processes and systems to record positive and negative behaviours appropriately.
* Liaise with learners, the attendance team and parents to challenge non-attendance.

**General Duties**

* Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
* Undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
* Work in accordance with all of the college’s policies and procedures.
* To take part in the college Professional development and performance review scheme.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

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**Person Specification – (Student Supervisor)**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of learners, colleagues and parents/carers.*

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A good standard of Education including GCSE English and Maths grade C/4 or equivalent * Willingness to undertake relevant training | * Completed level 3 study or equivalent |
| **Relevant Experience** | * Experience of working in a student supervisory role | * Experience of working with 16-19-year-old students |
| **Skills and aptitudes** | * Ability to relate to young people in a friendly and professional manner * Ability to work effectively in a team * Ability to use own initiative * Capacity to work without direct supervision * Experience in the use of IT * Flexibility and resilience * Open and approachable manner | * Management of behaviour within an educational setting * Use of Arbor and / or CPOMS * Liaising with a range of stakeholders |
| **Special Requirements** | * Enhanced DBS clearance * Compliance with all college and Trust policies * Safeguarding and promoting the welfare and success of all students and young people. * The implementation of equal opportunities practice. * Promoting the stated aims and policies. |  |