



JOB DESCRIPTION – (Student Supervisor)

Job title	Student Supervisor
Grade	Grade B
Responsible to	Student Development Manager
Responsible for	To facilitate a purposeful and safe study environment for learners
Effective from	September 2024

SUMMIT LEARNING TRUST Mission Statement

Success through Endeavour
Ambition through Challenge
Strength through Diversity

Role Purpose:

- Support the development of excellent study habits and ensure that learners utilise their independent study time effectively.
- To greet learners as they come into supervised study and ensure compliance with the college's expectations as outlined in the code of conduct.
- To circulate round the college's independent study spaces and ensure purposeful use of these spaces in line with the college's expectations.
- 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.
- Follow the college's behaviour policy to promote a positive learning environment.
- 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.

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

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 students, staff and parents.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A good standard of Education including GCSE English and Maths grade C/4 or equivalent 	<ul style="list-style-type: none"> Completed level 3 study or equivalent
Relevant Experience	<ul style="list-style-type: none"> Experience of working in a student supervisory role 	<ul style="list-style-type: none"> Experience of working with 16-19-year-old students
Skills and aptitudes	<ul style="list-style-type: none"> 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 Willingness to undertake relevant training 	<ul style="list-style-type: none"> Management of behaviour within an educational setting Use of Arbor and / or CPOMS Liaising with a range of stakeholders
Special Requirements	<ul style="list-style-type: none"> 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. 	



Professional Services Colleagues

The following Generic Job Description is applicable to all Professional Services Colleagues and is designed to meet the needs of the College community. It will be reviewed at least bi-annually.

Raising Standards of Achievement

- To work as a whole to raise standards of achievement for all our learners.
- To adhere to the College's policies and practice.
- To promote the College's ethos in every aspect of the role presenting a positive image to the community.
- To act as a role model for our learners, promoting our vision and values.
- To work flexibly to support the College's needs; this may include the need to work beyond the confines of the normal working day, for which time off in lieu will be given in accordance with the College's Time Off In Lieu Policy.
- To undertake any reasonable task as directed by the Principal.
- To be proactive in suggesting and supporting change for the benefit of the College community.
- To work outside the immediate role and team as necessary to ensure the smooth running of the College e.g. exam invigilation.

Our Learners

- To be responsible for assisting with and monitoring the welfare, care and safety of learners e.g. acting as a learner mentor
- To take responsibility for reporting inappropriate behaviour while on site to relevant colleagues and dealing with incidents if able, appropriate and necessary.
- To note, share and celebrate learner achievement.
- To be aware of and work to achieving the College's Strategic Priorities.

Support, Training and Professional Development

- To participate in Briefing and Meetings as appropriate.
- To participate in training and colleague Development Days as appropriate.
- To participate in our Trust's Performance Management Programme.
- To make a full commitment to the delivery of the College's policies for Health and Safety and Equality and Diversity.
- To actively promote Safeguarding, British Values, Prevent and the College's Promoting Resilience: Preventing Vulnerability strategy.
- To participate in professional development and training, cascade acquired skills and knowledge to colleagues and train individuals as appropriate.
- Training, support and assistance will be given, if and when needed, to help deal with learner control and behaviour, coaching and other duties such as exam invigilation, accompanying trips, etc.