**Oldham Sixth Form College**

**Job Description**

**College Student Supervisor Team Leader**

# Main purpose of the post

To lead the College Supervisor Team in maintaining positive behaviour and help develop all our students to be Respectful, Responsible and Ready to learn. To maintain a safe and secure College environment at all times.

# Summary of Main Duties and Responsibilities

* To ensure all members of the College Supervisor Team are adhering to the rota and associated duties.
* To ensure all members of the College Supervisor Team are managing student behaviour in a positive manner.
* To ensure all members of the College Supervisor Team are promoting the college values of being Respectful, Responsible and Ready to Learn.
* To make cover arrangements if a member of the team is absent.
* To liaise with the Facilities Manager regarding site safety and security.
* To welcome students to the College and monitor student ID cards at the College entrances.
* To welcome visitors and direct them to reception.
* To contribute to the College’s positive learning environment and to promote the College values and expectations.
* To promote our expected behaviour and encourage students to be respectful, responsible and ready to learn. To promote good study habits across the College.
* To collect students for appointments when it is convenient.
* To patrol the College estate and surrounding areas, supervising students and promoting positive behaviour.
* To ensure unauthorised visitors are not permitted entrance to the College.
* To assist the College Leadership Team with security alerts.
* To attend College events as required in a ‘front of house’ capacity.
* To provide support for emergency evacuation of College buildings.
* To play a supporting role in administering first aid.
* To promote good Health and Safety practices within the College.
* To have a key responsibility for safeguarding and promoting welfare of Children.

**Requirements of All College Staff:**

* To promote and uphold the College Mission Statement, values and strategic aims and objectives.
* To comply with the College’s policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
* To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
* To attend briefings and staff meetings as required.
* To participate in the College’s Performance Management Review scheme and undertake professional development and training as required.
* To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.

## Relationship to other posts within the College

**Supervision given to: N/A**

**Supervision received: Facilities Manager**

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| Job Specification Review Cycle | Date | Initials |
| New Title/Job Description | October 2020 | JDY/PMY/DKG |

**PERSON SPECIFICATION: College Student Supervisor**

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

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|  | Essential | Desirable | Method of Assessment |
| Experience |  |  |  |
| Experience of working in education |  | ✓ | Application/Interview |
| Experience of working in a security position and providing high level customer service | ✓ |  | Application/Interview/References |
| Experience of managing a team |  | ✓ | Application/Interview |
| Experience of effectively managing a team rota | ✓ |  | Application/Interview |
| Skills and Knowledge |  |  |  |
| Good Interpersonal skills and ability to establish and maintain good working relationships with others. | ✓ |  | Application/Interview/References |
| Articulate and well-developed communication skills and ability to engage with young people in a positive manner | ✓ |  | Application/Interview/References |
| Ability to direct, motivate and lead others. | ✓ |  | Application/Interview/References |
| Good computer skills, including knowledge of Microsoft Word, Excel and email. |  | ✓ | Application/Interview |
| Negotiation, Mediation and De-escalation skills | ✓ |  | Application/Interview/References |
| Ability to role model positive behaviour management | ✓ |  | Application/Interview/References |
| Education and Qualifications |  |  |  |
| Good Standard of Education | ✓ |  | Application |
| Current First Aid Certificate or willing to work towards one | ✓ |  | Application/Interview |
| Current SIA licence or willing to work towards one |  | ✓ | Application |
| Attitude and Personal Qualities |  |  |  |
| Have a calm and authoritative personality and an ambition to work with young people and a belief in the power and value of education | ✓ |  | Application/Interview/References |
| Ability to use initiative and be proactive when managing workload | ✓ |  | Application/Interview/References |
| Commitment to working with students in ensuring they demonstrate the college values of being Respectful, Responsible and Ready to Learn | ✓ |  | Application/Interview/References |
| Accuracy and attention to detail | ✓ |  | Application/Interview/References |
| Ability to work independently and as part of a team | ✓ |  | Application/Interview/References |
| Confidence in your abilities to deal with problems as they arise in a professional manner. | ✓ |  | Application/Interview/References |
| Ability to multi-task, work under pressure and meet deadlines | ✓ |  | Application/Interview/References |
| A proactive approach and willingness to contribute to departmental improvements | ✓ |  | Application/Interview/References |
|  |  |  |  |
| Patience and ability to remain calm | ✓ |  | Application/Interview/References |
| Suitability to work with young people | ✓ |  | Enhanced DBS clearance/References |
| Commitment to equality of opportunity and anti-discriminatory practice. | ✓ |  | Application/Interview |
| Sensitivity to community issues | ✓ |  | Application/Interview |
| An enthusiastic and flexible approach to working routines and practices | ✓ |  | Application/Interview/References |
| Empathy with the 16-19 year age group and the provision of a quality service for young people | ✓ |  | Application/Interview |