



HORNCHURCH

HIGH SCHOOL

EXCELLENCE FOR ALL

JOB PROFILE – Student Supervisor

35 hours per week

Term Time Only

APTC 3 Points 5 - 6

Responsible to:

Pastoral Administration Manager and Assistant Headteacher (Pastoral)

Purpose of Job:

As part of the Pastoral Team, Student Supervisors support the smooth running of the school by supervising and directing students in and about the school during the day. They report to the Pastoral Administration Manager and the Assistant Headteacher (Pastoral) but are part of a larger team whose staff is dedicated to involving all students positively in the life of the school to achieve their targets.

Student Supervisors work flexibly throughout the day adjusting to the needs of the school. During lesson times duties may involve supervising the school building and grounds and picking up students who are absent from lesson without permission, checking and monitoring toilets. The Student Supervisor can support cover staff and escort students sent out of lessons to the place designated. During lesson changeover and at breaks Student Supervisors will supervise and direct students paying particular attention to their safety and security. Other duties may be required during the day.

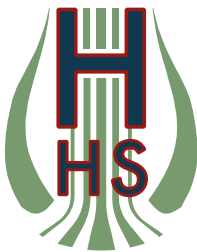
Main Activities and Responsibilities:

- Assisting and directing students as required. Dealing with incidents of inappropriate behaviour and intervening quickly where possible to prevent further incidents.
- Implementing the school code of conduct.
- Implementing the school policies on equal opportunities, anti-bullying, child protection and behaviour. Reporting any concerns immediately.
- Covering the Isolation Room

We expect our Supervisors to:

- Always expect the best from students.
- Make it clear to students what is expected from them.
- Reward and praise students when they do the 'right' thing.
- Value student efforts and achievements.
- Make time to get to know individual students.
- Avoid personalising individual behaviour problems – be hard on the incidents by caring towards the student.
- Treat difficulties as an issue between you and the students, not just them!
- Be prepared to change what you do, to change student behaviour.





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- Be loyal to students and staff at the school.
- Always report in writing incidents that occur during the day.
- Always make your line manager aware of any problems that may escalate into an incident, giving them the opportunity to defuse the situation.

SELECTION CRITERIA

Skills and Aptitude:

- High skills/aptitude levels in dealing with young people
- Excellent interpersonal skills
- Effective use of ICT
- Good communication skills (written and oral)

Qualifications and Experience:

- GCSE English and Mathematics or equivalent qualification
- Previous experience of working with children in an education environment preferred
- Outstanding record of attendance and punctuality

Qualities:

- An ability to work as part of a team
- High levels of integrity, trust and endeavour
- Self-confidence and calm approach when dealing with challenging and difficult circumstances
- An understanding of how important a pleasant and positive working environment is to our students
- An ability to understand and follow instruction from line management
- The ability to prioritise and use own initiative when appropriate
- An ability to complete written reports when required
- A willingness to undergo training and development on a regular basis

