

Job Purpose:	To supervise student behaviour and promote wellbeing within the College buildings, grounds and the perimeter. Ensuring social distancing measures are maintained at all times.
Responsible to:	Assistant Principal
Annual Salary:	Scale 1 of SFCA Support Staff Salary spine (NJC Points 1-1+), Pro rata
Hours of Work:	37 hours per week, Term Time only
Holidays:	College Holidays
Pension:	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. Work as part of a team to support students to exemplify Long Road's values, and behave as responsible, respectful, socially aware and active citizens
- To be friendly and supportive but not a friend
- To play a key role in ensuring that students abide by the Covid-19 guidance by: maintaining social distancing, wearing a face covering when out of the classroom and any other guidance that may be introduced from time to time
- Be an integral part of the Student Support team, working closely with Progress Coaches and others, to empower students to manage and monitor their own behaviour in and around College
- To support the College's drive to require students to wear ID badges by appropriately challenging, recording and monitoring non-compliance
- To undertake College Safeguarding training and play an active role in the College student support system
- 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 and Administration 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

PERSON SPECIFICATION		
SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION/ TRAINING	<ul style="list-style-type: none"> • Willingness to undertake any appropriate Training 	<ul style="list-style-type: none"> • Level 2 (GCSE/O LEVEL/CSE) or equivalent • First Aider trained
RELEVANT EXPERIENCE		<ul style="list-style-type: none"> • Experience of working with young people • Experience of working in hospitality or customer service • Experience/knowledge of working in an educational environment
SKILLS/ APTITUDES	<ul style="list-style-type: none"> • Ability to establish effective working relationships with young people • Excellent interpersonal skills and the ability to communicate effectively with staff and students • Ability to work as a member of a team • Good organisational skills with the ability to prioritise workload • Ability to work calmly under pressure • Ability to work independently, proactively and complete tasks with the minimum of supervision • Ability to work safely at all times and follow health and safety guidelines, especially in relation to Covid - 19 • 	<ul style="list-style-type: none"> • Experience in use of Microsoft Office applications including proficiency in Word, Excel and Outlook
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A good understanding of the English language • Interest in educational needs of students • A commitment to deliver excellent standards of service for young people • A good standard of general fitness and good health is required due to the nature of this role • Flexible approach to working hours • Excellent reliability and punctuality • Enthusiasm and motivation • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people 	

Last reviewed	July 2020
Reviewed by	Olwyn Benjamin