Title of post	Student Supervisor
Job purpose	To support the smooth running of the College and general welfare of students by supervising and directing students in and about the College during the day.
To whom the post holder reports	The post holder is responsible to the: • Assistant Principal
Principle Responsibilities:	• To support and enforce the behaviour expectations of UCC students. • Manage inappropriate behaviour of students, dealing with any problems appropriately and quickly. • To support the pastoral team with the wellbeing of all students. • Actively patrolling the corridors and buildings during lesson time. • Assisting students into lessons as required. • Checking and monitoring toilets, reporting any concerns identified. • Recording the names of students who arrive late to College and cascading the details to the pastoral team. • Escorting students sent out of lessons to the designated location. • Supervising students during lesson changeover, break and lunch time, paying particular attention to their safety and security. • Monitoring the security of students and staff, reporting any concerns immediately. • To actively support with bus duties at the start and end of day. • To be proactive in matters relating to health and safety, child protection and safeguarding. • To support the aims and ethos of the college. • Any other duties commensurate to the grade of the post.
Generic duties and responsibilities	**UCC staff expectations:** • Consistently demonstrate the UCC core values *Respect, Honesty and Kindness* • Demonstrate a positive, '*can-do*' attitude • Through your work in the department and the wider school, contribute towards establishing the conditions in which everyone at UCC can thrive • Take professional pride in performing all aspects of your role to a consistently high standard • Follow all UCC policies and guidelines accurately **Safeguarding** • Follow the UCC Child Protection and Safeguarding policy accurately **Collaborating with colleagues** • Promote a creative and collaborative working environment • Create, maintain and enhance effective relationships. The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all member of the college community.
Hours	34 hours 10 minutes per week, term time plus 5 days 8:00 – 3:30 Monday – Friday, 40 minutes' lunch
Pay scale	Scale 2 - £18,562 Actual salary £14,655