

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Student Supervisor
CONTRACTED HOURS	37 hours per week, 38 weeks per year
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 3 (Points 4-6) Actual £21,058 to £21,731
REPORTING TO	Assistant Headteacher (Behaviour & Safeguarding)

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:

INTEGRITY

INCLUSION

KINDNESS

The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

Excellent education – we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

Excellent staff – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

Excellent support for schools – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

The Student Supervisor role is key to supporting the smooth day-to-day operation of the school and maintaining high standards of behaviour, conduct, welfare and pastoral support across the school community.

The successful candidate will work closely with pastoral teams and support staff to ensure students are safe, supported and ready to learn. They will help promote a calm, purposeful and positive school environment in line with the values and expectations of Thomas Gainsborough School.

At Thomas Gainsborough School, we are committed to delivering excellence for every individual and for our whole community through a personalised, aspirational and inclusive education.

KEY TASKS & RESPONSIBILITIES

Pastoral and Student Support

- Be highly visible around the school site before school, during social times, lesson transitions and after school
- Support students in moving calmly and purposefully around the school
- Direct students to the correct locations and provide guidance and support where necessary
- Build positive, professional and supportive relationships with students
- Promote and uphold the school's routines, standards and expectations

Behaviour Support

- Support the school's behaviour and pastoral systems
- Assist staff in managing student behaviour calmly and consistently
- Support restorative conversations and positive behaviour interventions
- Supervise and support students within the Reflection Room
- Support the operation of detentions and other pastoral systems
- Work with pastoral teams to support students in re-engaging positively with learning

Student Welfare and First Aid

- Act as a first aider within the school (training can be provided)
- Provide appropriate first aid support and respond to student welfare concerns
- Maintain accurate records relating to first aid and student incidents where required
- Liaise with relevant staff regarding student welfare concerns
- Support safeguarding procedures by reporting concerns promptly and appropriately

Operational and Administrative Support

- Work as part of the wider support staff team
- Support with record keeping, communication and reporting linked to behaviour and pastoral systems
- Assist with operational tasks and duties across the school day
- Contribute positively to the wider life of the school community
- Undertake any other duties as directed by the Headteacher

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the

Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
	<ul style="list-style-type: none"> • Excellent organisational and interpersonal skills • Ability to remain calm and professional under pressure • Ability to work independently and use initiative • Strong communication skills with students, staff and parents • Ability to build positive relationships with colleagues and young people • Ability to work constructively as part of a team • Willingness to undertake further training relevant to the role • Ability to work effectively within a busy school environment 	<ul style="list-style-type: none"> • Experience working with young people in an educational or pastoral setting • Experience of working within a secondary school environment • First aid qualification • Experience supporting behaviour or pastoral systems within a school

The successful candidate will actively support and promote the school's values of:

- Respect
- Resilience
- Honesty
- Happiness
- Confidence
- Positivity

These values underpin all aspects of school life and help ensure every student is known, valued and supported.