



## **JOB DESCRIPTION**

<b><u>Post Title:</u></b>	Study Centre Supervisor
<b><u>Purpose:</u></b>	To provide support for students at a range of levels and maintain purposeful, working ethos in the library and study centres. To meet the needs of staff and students through the provision of equipment and resources to support teaching and learning.
<b><u>Responsible to:</u></b>	The Principal through the Director of College Services and the Library and Study Centre Manager
<b><u>Liaising with:</u></b>	Relevant staff with cross college responsibilities, e.g. the Library and Study Centre team, teaching staff, and the Student Services and Enabling teams

### **Main Duties and Responsibilities:**

- To work positively and collaboratively as part of the Library and Study Centre team to provide cover and support across the centres as required
- To maintain a purposeful, working ethos in the library and study centres, ensuring excellent levels of behaviour through effective use of the college and departmental behaviour strategies
- To provide operational support and technical assistance in the use of the IT equipment, facilities, and resources in person, by phone or email
- To contribute to the maintenance of an attractive working environment
- To assist in the preparation of physical displays, poster and digital marketing material
- To undertake assigned departmental tasks, including the processing of books and other resources
- To assist with the maintenance of a digital booking system for the library and study centres
- To assist in the development of the centres through supporting new initiatives towards wider college strategic objectives
- To work positively and collaboratively within the wider college Enabling Department, undertaking designated tasks and responsibilities to support cross-college projects
- To assist with departmental and college-wide promotional events as required, e.g. Marketing events, Open Days, Taster Days and the Fresher's Fair
- To undertake cash-handling including printing credits and fine payments

## PERSON SPECIFICATION: STUDY CENTRE COVER SUPERVISOR

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

	Essential	Desirable	Method of assessment
<b>Experience</b>			
Strong behaviour management competency	✓		Application, interview
Recent evidence of working in a Supervisory capacity with students/ young people	✓		Application, interview
Experience of working in an educational establishment		✓	Application, interview
Experience in an administrative role		✓	Application, interview
<b>Skills and knowledge</b>			
Ability to provide operational technical assistance and general study support to students		✓	Application, interview
Ability to work with students from entry level to level 3	✓		Application, interview
High level of literacy/communication skills	✓		Application, interview
Ability to work with other staff as a team	✓		interview
Excellent organisational and administrative skills	✓		Interview
A clear understanding of developments in post-16 education		✓	Application, interview
Ability to meet deadlines	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, interview
<b>Qualifications</b>			
Educated to GCSE level or equivalent	✓		Application, interview
In possession of, or a willingness to work towards, a relevant IT qualification		✓	Application, interview
<b>Attitude and impact</b>			
Positive, enthusiastic, flexibility and tenacity with a wide range of tasks	✓		Interview
Willingness to take and follow advice from line managers with regard to, for example, use of resources and supporting students	✓		Interview
A positive attitude to IT and a willingness to learn to use digital resources effectively	✓		Interview
Smart in appearance and manner	✓		Interview
<b>Personal</b>			
Enhanced DBS clearance #	✓		Pre-employment check
Two satisfactory references #	✓		Pre-employment check
Full and relevant career and education history	✓		Application
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, pre-employment check
<p>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p># To follow an initial offer of employment</p>			