
Job Description for Intervention and Support Centre Supervisor

Reporting to:	Assistant Principal (Enrolment, School Liaison, Student Behaviour and Parental Engagement)
Based at:	New College Bradford
Paid on:	Actual salary £16,013 - £16,964 NCLT Support Staff Scale, Band D (£18,963 - £20,089 fte) Full time, term time only. There is also the possibility of undertaking the ISC Co- ordination role alongside this role, which is currently an extra Responsibility Allowance of RA7, £1,951 pro rata.

OVERALL PURPOSE OF THE POST

To register and supervise students in this facility at the college. The ensure students are utilising the ISC effectively in their non-contact time and accessing appropriate support with their studies in order to maximize their chances of success and to ensure they achieve their potential.

MAIN DUTIES

Intervention and Support Centre Supervisor

- To supervise the ISC facility to ensure that use is appropriate and that standards of conduct are acceptable, reporting any issues to your line manager initially.
- To take electronic registers of students using the facility and use Cedar to text students and NOK as necessary.
- Liaise with subject teachers/Progress Tutors as necessary and record information on Cedar.
- Undertake general administrative tasks as and when required to support ISC responsibilities.
- Check students are wearing their New College ID badges and report any suspicious persons on site.
- Maintain the facility, according to the specification provided, to ensure a safe and pleasant environment for students.
- Be responsible for the lending of ISC resources, including laptops, ensuring these are charged when not in use and appropriate records are kept.
- Provide additional assistance in other areas of college further to liaison with your line manager.
- Consistently implement all College policies.
- Carry out any other reasonable duties as requested by the Principal.

Intervention and Support Centre Co-ordinator

- Monitor referrals into the ISC.
- Monitor the success and impact of the ISC on student support, providing reports to SLT as relevant.
- Liaise closely with MIS, particularly in relation to the use of Cedar.
- Liaise with Progress Tutors and teaching staff regarding ISC absences to be followed up.
- Update staff on current ISC referral numbers.
- Monitoring sizes of ISC sessions.
- Co-ordinate and manage ISC staffing, including timetabling and organising cover for staff absence.
- Line management of the ISC Supervisors for this aspect of their role.
- Ensure teaching staff and Progress Tutors are given updates on numbers in each session so appropriate referrals are made.
- Undertake other duties as relevant to the role at the direction of senior management.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Intervention and Support Centre Supervisor

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Previous experience of working with young people. • Microsoft Office - especially Word, Excel, Teams and Outlook. • Evidence of a strong commitment to high standards and high expectations. 	<ul style="list-style-type: none"> • Previous experience of working in a college environment. • Working in an inner-city area of high deprivation. • Experience of co-ordinating / leading a team.
Education and Training	<ul style="list-style-type: none"> • Willingness to undertake further training relevant to the post. • Evidence of ongoing Professional Development. 	<ul style="list-style-type: none"> • Relevant CPD. • Grade C or above in GCSE English and Mathematics.
Personal Skills and Qualities	<ul style="list-style-type: none"> • High expectations which motivate and challenge students. • Adaptable to working across a range of subject areas with no regular timetable. • Excellent organisational skills, including working to tight deadlines. • Commitment to promoting a positive behavioural ethos and joyful culture. • Commitment to safeguarding. • Excellent interpersonal skills. • Ability to communicate at all levels. • Ability to work effectively as part of a team or independently. • Customer service/care approach to work. 	<ul style="list-style-type: none"> • Ability to work in a small team, showing initiative, self-motivation, managing own time and priorities.
Additional Factors	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement with values that align with those of the College. • Commitment to equal opportunities and inclusion. • Motivated, enthusiastic and flexible. • Humble and kind with a good sense of humour. • Strong attention to detail. • Enthusiasm and commitment for the post with an interest in 16-19 education and positive destination progression. • Commitment to continuous improvement, be able to receive and act on feedback, and willingness to learn from experience and practice. • Ability to cope with unexpected situations and work under pressure. • Possess strong interpersonal and communication skills. 	<ul style="list-style-type: none"> • Willingness to offer extra-curricular provision.

	<ul style="list-style-type: none">• Ability to inspire and enthuse students.• Supportive and caring approach which allows students to flourish in a safe and productive learning environment.• Enthusiasm and commitment for the post	
--	---	--