
Job Description for Intervention and Support Centre (ISC) and Central Study Hub (CSH) Supervisor

Reporting to: Assistant Principal (Enrolment, School Liaison, Student Behaviour and Parental Engagement)

Based at: New College Bradford

OVERALL PURPOSE OF THE POST

To supervise and support students within the Intervention and Support Centre (ISC) and Central Study Hub (CSH), ensuring a safe, orderly and purposeful learning environment where students are supported to engage positively with their studies, meet College expectations and achieve their potential.

MAIN DUTIES

Student Supervision and Learning Environment

- Supervise the ISC and CSH facilities, ensuring students work productively and adhere to College expectations regarding behaviour, attendance and conduct.
- Maintain a calm, positive and purposeful learning environment that promotes student engagement and achievement.
- Maintain the ISC and CSH environments to ensure they remain safe, welcoming and conducive to learning.
- Assist students in accessing and effectively using learning resources, including laptops, digital platforms and study materials.
- Support students in developing effective study habits, organisational skills, independence and resilience.

Student Support, Intervention and Welfare

- Provide individual guidance, encouragement and support to students experiencing barriers to learning.
- Deliver regular one-to-one support and mentoring conversations with students to review progress, monitor targets and improve outcomes.
- Promote high standards of safeguarding, wellbeing and student welfare, escalating concerns through appropriate College procedures.
- Work collaboratively with colleagues across the College to provide coordinated support for students and contribute to positive student outcomes.

Attendance Monitoring and Communication

- Monitor student attendance within the facilities, completing and checking electronic registers and reporting concerns as required.
- Use Cedar and other platforms to communicate with students and next of kin regarding attendance, engagement and other relevant matters.
- Follow up and report ISC absences, liaising with Progress Tutors and curriculum staff to ensure appropriate intervention and support.

Record Keeping and Administration

- Work closely with the ISC Co-ordinator, Progress Tutors, teaching staff and support teams to undertake appropriate administrative duties, monitor student progress and address concerns.
- Accurately record relevant student information, interventions and support strategies on College systems.

Resources and Facilities Management

- Monitor the use and condition of ISC/CSH resources and equipment, ensuring laptops and devices are maintained, charged and available for student use.

Security and Compliance

- Ensure students wear College identification badges and report any security concerns or unauthorised visitors.
- Consistently implement all College policies and procedures.

Wider College Contribution

- Provide support in other areas of the College, as directed by the line manager, to meet operational and student needs.
- Provide additional assistance, as part of the Support Staff team, in other areas of the College as required. This may include working occasional evenings and Saturdays to support College events, including open event
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- You may be required to work up to 2 evenings per academic year to support trust events.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust 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 Trust 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's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Intervention and Support Centre (ISC) and Central Study Hub (CSH) 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	• 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.	• Experience of supporting students to develop effective study habits, independent learning skills and positive academic outcomes. • 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	• Willingness to undertake further training relevant to the post. • Grade C or above in GCSE English and Mathematics. • Evidence of ongoing Professional Development.	• Relevant CPD.
Personal Skills and Qualities	• 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.	• Awareness of current teaching, learning and academic support strategies. • Ability to work in a small team, showing initiative, self-motivation, managing own time and priorities.
Additional Factors	• 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.	• Willingness to offer extra-curricular provision.

	• 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. • 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	
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