

SYDNEY RUSSELL SCHOOL

JOB DESCRIPTION - STUDENT SUPERVISOR – ZERO HOURS

POSITION: Student Supervisor – Zero hours

HOURS & PAY: Zero hours, £16.13 per hour

RESPONSIBLE TO: Senior Student Supervisor & Vice Principal

Closing Date: 17th April 2026.

Apply by: please send completed application form to recruitment@sydneyrussellschool.com

PURPOSE OF JOB:

- As part of the Inclusion Team, Student Supervisors support the smooth running of the school by supervising and directing pupils in and about the school during the day. After school supervision includes our local community and escorting pupils from the primary phase. They report to the Senior Student Supervisor and the Vice Principal but are part of a large team, whose staff is all of equal value in working to involve all pupils positively in the life of the school to achieve their targets.
- Student Supervisors work throughout the day on a rota depending on our needs. During lesson times duties involve supervising the school building and grounds and picking up pupils who are absent from lessons without permission, checking and monitoring toilets or recording the names of pupils who arrive late to school and follow up with persistent offenders. They are the first to respond to first aid calls from staff. They can support staff new to the school and escort students sent out of lessons to the place designated. During changeover of lessons and at breaks Student Supervisors will supervise and direct the pupils paying particular attention to their safety and security. Other duties may be required during the day, but these will be subject to individual negotiation. They are not expected to check emails during their working hours so the use of mobile phones during these times are prohibited.

MAIN ACTIVITIES AND RESPONSIBILITIES

- Assisting and directing pupils as required including the primary phase. Dealing with incidents of inappropriate behaviour and intervening quickly where possible to prevent further incidents.
- Proactively challenging incorrect uniform at all times.
- Implementing the School Policies on Equal Opportunities, Anti-Bullying, Child Protection and Behaviour and reporting any concerns to the Senior Student Supervisor.
- Monitoring the security of the pupils, staff and school, reporting any concerns immediately.
- Providing in a timely manner a written account where the Student Supervisor has been a witness or involved in incidents
- Directing students during transitions to move immediately to lessons or off site
- Oversight of allocated Year group during breaks, reporting any concerns to HOY
- Act as Fire and Lockdown Marshalls when required
- Triage and provide First Aid to students where appropriate
- Patrolling the local community

- Single patrol in their designated area except patrolling the local community
- Adhere to the Professional Conduct Strategy

We expect our Student Marshalls to:

- Always expect the best from pupils
- Make it clear to pupils what is expected from them
- Reward and praise pupils when they do the 'right' thing
- Value pupils' efforts and achievements
- Make time to get to know individual pupils
- Avoid personalising individual behaviour problems – be hard on the incidents but caring towards the pupil
- Treat difficulties as an issue between you and the pupils, not just them!
- Be prepared to change what you do, to change pupil behaviour
- Be loyal to the pupils and staff at the school
- Always report in writing incidents that occur during the day
- Always make your Line Manager aware of any problems that may escalate into an incident, giving them the opportunity to defuse the situation.

All staff are responsible for promoting and safeguarding the welfare of students by always ensuring compliance with the school's Safeguarding and Child Protection Policy. All staff must report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead. This document summarises the main responsibilities of the post.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

The school is committed to the ongoing professional development of our staff so will provide relevant training courses for the successful candidate.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body:

- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder
- All staff will be expected to participate in the school's performance management scheme.

Selection criteria – STUDENT SUPERVISOR

Criteria	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Level 2 or equivalent qualification in English and Maths • Previous experience of working with young people in an educational environment is preferred • Outstanding record of attendance and punctuality 	
Personal qualities, skills & characteristics	<ul style="list-style-type: none"> • High skill/aptitude levels in dealing with young people • Excellent interpersonal skills • Effective use of ICT • Good communication skills (written and oral) 	
Knowledge / special aptitudes	<ul style="list-style-type: none"> • Knowledge and understanding of diversity and equality requirements • An ability to work as part of a team • An ability to work in a fast-paced environment and to be flexible to meet the needs of the school • High levels of integrity, trust and work-ethic • Self-confidence and calm approach when dealing with challenging and difficult circumstances • An ability to be reflective and self-critical • An understanding of how important a pleasant and positive working environment is to our young people • An ability to understand and follow instructions from your Line Manager • The ability to prioritise and use own initiative when appropriate. • An attention to detail and ability to complete written reports when required • A willingness to undergo training and development on a regular basis • An ability to complete written reports when required 	