



## JOB DESCRIPTION

### SYDNEY RUSSELL SCHOOL

POSITION: STUDENT MARSHALLS

SCALE: APT&C Scale 3 (point 14 – 17)

HOURS & PAY: 35 hours per week, term time only. Actual salary £15,308. Hours of work will be on a rota basis covering the hours of 8.00 am – 4.30 pm.

RESPONSIBLE TO: Senior Student Supervisor & Vice Principal

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. They report to the Senior Student Marshall 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 Marshalls work throughout the day on a rota depending on our needs. During lesson times duties may 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 can support cover 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.

### MAIN ACTIVITIES AND RESPONSIBILITIES

- Assisting and directing pupils as required. Dealing with incidents of inappropriate behaviour and intervening quickly where possible to prevent further incidents.
- Implementing the School Code of Conduct.
- 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.
- Act as Fire and Lockdown Marshalls when required
- Patrolling the local community

We expect our Student Marshalls to:



PARTNERSHIP LEARNING  
**THE SYDNEY RUSSELL SCHOOL**  
Excellence for ALL



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- 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.



## Selection Criteria:

### Skills and Aptitude

- High skill/aptitude levels in dealing with young people
- Excellent interpersonal skills
- Effective use of ICT
- Good communication skills (written and oral)

### Qualifications and Experience

- Minimum Level 2 or equivalent qualification in English and Maths
- Previous experience of working with children in an educational environment preferred
- Outstanding record of attendance and punctuality

### Qualities

- An ability to work as part of a team
- High levels of integrity, trust and endeavour
- Self-confidence and calm approach when dealing with challenging and difficult circumstances
- An understanding of how important a pleasant and positive working environment is to our young people
- An ability to understand and follow instructions from Line Manager
- The ability to prioritise and use own initiative when appropriate.
- An ability to complete written reports when required
- A willingness to undergo training and development on a regular basis