

Job Description

Position title:	Night/Day Supervisor
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Organisation:	Jamia Al-Hudaa
Location:	Nottingham
Report to:	Head Supervisor
Department:	Residential
Status:	Full time
Key purpose of the job:	To ensure the safety and welfare of the boarders. To ensure appropriate standards of behaviour are maintained by students overnight.

Duties and responsibilities

- To be aware of the implication of the Boarding Schools National Minimum Standards for the welfare and pastoral care of the students
- To meet with boarders, discuss and understand any issues, needs or requirements
- Provide assistant to boarders in their day to day activities where necessary
- To administer and record medication to the required boarders
- To keep all appropriate records including making entries in the daily dairies, registers and if need be injuries
- Keep up-to-date with policies and relevant boarding documentation
- Report maintenance / health and safety issues to the head supervisor
- Supervise and arrange activities that promote intellectual, physical, social and spiritual development
- Ensure living and hygiene standards are maintained
- To deal with immediate first aid when required
- To discuss any concerns or issues relating to students with the Head supervisor
- To ensure duty rotas are being followed
- To attend meetings when required

Key interfaces (with whom you will have regular contact)

- Residential staff
- Boarders
- Parents and guardians

Qualification, key skills and experience

- Educated to GCSE level
- Health and safeguarding awareness
- Experience of working with children or young adults is preferable
- Verbal and written communication skills in English is essential

Personal specification

- Punctuality
- Flexible, practical, able to work in a team and take direction
- Enthusiastic and positive in outlook
- Active listener
- Sense of responsibility
- Ability to work in a calm, effective and efficient manner
- Caring and can do attitude
- Confidentiality
- Loyalty to the boarding staff
- Reliability in carrying out duties in the residential

Contact

For further information please contact:
Admin@jamiaalhuda.com

This Job Description gives a general outline of the post and is not intended to be inflexible or a final list of duties or responsibilities.