



## **STUDENT SUPERVISOR**

Gurteen College, is a private residential college which mainly delivers land-based education in conjunction with Teagasc, LOETB and TUS. Residential students are usually aged between 17 to 20 years of age. We also run part-time and distance learning courses. We have two single bedroom accommodation blocks and we can facilitate between 70 and 85 residential students.

The goal is that the Student Supervisor will seek to know and understand each student in the College, try to assist and guide the personal development and welfare of each student in keeping with the ethos of the College, at all times keeping in mind the long term educational, developmental, safety, security and student welfare aims of Gurteen.

**Reporting to** - The Bursar (Hugh O'Brien)

### **Duties**

The Student Supervisor will :-

- Be responsible for the implementation of the College Code of Conduct and the welfare of each student.
- Ensure adherence to Fire and Health & Safety Requirements per Safety Statement.
- Co-ordinate student extra-curricular activities i.e. trips and tours, sports and activities. (Liasing with the sports co-ordinator and contacts in other colleges)
- Liaise and inform the Principal, Bursar, Hospitality Co-ordinator and other supervisory staff on all issues pertaining to student welfare and discipline.
- Ensure that the campus and farmyard facilities are not abused or damaged.
- Ensure that buildings are locked at the appropriate time.
- When necessary organise sick / holiday cover, and supervisory staff for special activities or trips.
- Maintain records for leave/sign-out, disciplinary and fire safety requirements.
- Work in other departments when student supervision is not required. (If the contract is on a twelve month basis)

When there are no residents in the college, alternative experience /skills that can be utilized by the college would be an advantage to the successful applicant of this post.

# **STUDENT SUPERVISOR**

## **Terms & Conditions**

### **Duration**

This post will be on an initial 12mth contract.

### **Salary**

€28,080 per annum pro rata (Payable monthly)

Meals will be provided in the college canteen.

### **Hours of work**

5.30pm until 8.00am. the next morning.  
(Sunday evening to Friday Morning) Normally this involves the post holder being up and around until the students are settled and the campus is quiet and then sleeping in the duty room.

Note: There may also be infrequent activities / duties which take place outside of the above hours i.e. disciplinary reviews, matches, open days, social activities and college events.

### **Paid Holidays**

22 days (per year pro rata) to be taken by agreement with management, normally outside of term time.

### **Probation**

3 months (Reviewed within 3 month period)

### **Sick Leave**

Management should be notified as soon as possible. (For further details see Gurteen Staff Handbook)

### **Notice of cessation required**

Minimum - 3 months.

### **General**

A current driving licence is required.  
A First Aid qualification and an interest in Sports / Leisure activities would be useful.

A minibus driving licence would be advantageous.

You will be required to participate in staff training. (Tusla Children First E-Learning etc.)

Garda clearance and / or three character references will be required