



## **ST MARTIN'S COLLEGE**

### **Role: Common Room Supervisor**

Part-time (30 hours per week)

St Martin's College Sixth Form is looking for a reliable Common Room Supervisor to join our brilliant team.

#### **Essential duties and responsibilities for this position:**

- Supervise and monitor the College's Sixth Form Common Room to create a safe and usable environment.
- Moderate and control student behaviour in the College's common room during school hours.
- Ensure that the College's common room is kept clean and tidy.
- Report any inappropriate behaviour observed in the common room to the Senior Leader or Senior Middle Leader of Sixth Form
- Maintain the equipment found in the College's common room in good, working conditions in order to ensure full use throughout the academic year.
- Report any damages made to the equipment to the Senior Leader and/or maintenance staff
- Monitor safe use of the equipment found in the College's common room and guide students to utilise the equipment in a safe manner.

#### **Skills, knowledge, and experience:**

- Secondary education diploma
- Have a clean police conduct
- Be in possession of a First Aid Certificate.

The ideal candidate must be experienced and familiar with the post-secondary school context and have the skills to safely manage the common room activities used by the Sixth Form students. Have the capability to understand and use a wide range of strategies to ensure that our students are engaged with their learning and help us bring out the best in them.

In return, we offer a happy and successful school environment, great facilities, a caring, encouraging and supportive staff community.

Interested candidates are to send an email to [recruitment@chsmc.edu.mt](mailto:recruitment@chsmc.edu.mt) not later than 1<sup>st</sup> December 2023.