



Information Pack

Position: Referral Supervisor

NJC Pay Scale 5

Closing Date: 26th June 2026

Interview Date: w/c 29th June 2026

Hove Park School
"Together We Achieve"

Dear Colleague,

I am delighted that you are considering joining Hove Park School and Sixth Form. At Hove Park, we believe that our school is a place where a community develops and thrives; a place where we come together to support each other to achieve. This is an exciting opportunity to join the school in improving the outcomes and wellbeing of our students. At Hove Park School, there is a strong community ethos underpinned by positive relationships. Ofsted visited us in January 2026 and were hugely complimentary about our inclusive culture, acknowledging that our school is a place where every student is made to feel valued. They praised the exemplary behaviour of our pupils and were pleased to see that our students are achieving in line with national data, ensuring they are well-prepared and ready for their next steps.

Please take time to read this application pack and explore our website (www.hovepark.org.uk) to get a feel for Hove Park School and its community. If you have the passion and ambition to help the school make a difference in this role and feel you are a good fit, please consider applying.

To apply, please submit a completed support staff application form to recruitment@hovepark.org.uk. Applications for this vacancy must be received by **3:00pm on Friday 26th June 2026**. Please note that the school cannot accept CVs and that Hove Park School is committed to promoting the safeguarding and welfare of our students. We also expect all staff and volunteers to share this commitment.

Yours faithfully,



Jim Roberts
Headteacher

Post Title:	Referral Supervisor Level C
Salary & Grade	£22,356 - £23,863 (Actual, NJC Scale 5 (SP 13-17) – dependent on experience
Contract Type	Part-time, Term-time only
Contract Term	Permanent
Contract Hours	8.30 am – 3.15pm, 31.25 hours per week (30 min unpaid break per day), 47.36 paid weeks per year
Commencing	1st September 2026

Hove Park School and Sixth Form is an ambitious and innovative place to work. We strive to help young people enjoy successful lives by giving them an inspirational, academic and enriching education, with a strong emphasis on independent learning and harnessing new technology.

We are seeking to hire an experienced Referral Supervisor. The right candidate will be flexible and able to supervise referrals and cover whilst also supporting students, including those with special educational needs.

The main purpose of this job is:

- To collect students from class when called upon by teachers and to place students in senior teacher’s classrooms in line with the school’s behaviour policy supporting good behaviour for learning.
- To supervise students that have been placed in our Reflection room ensuring that they are engaged and focused on work set by staff.
- To work under the instruction or guidance of teaching or senior staff to undertake work, care or support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area

Information about this post and an application form can be downloaded from our website: www.hovepark.brighton-hove.sch.uk/vacancies

Please return your completed application form to recruitment@hovepark.org.uk

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.

Deadline for applications: Friday 26th June 2026

Interview Date: w/c 29th June 2026

JOB DESCRIPTION

JOB TITLE: Referral Supervisor – Level C

SECTION: Schools

REPORTS TO: Senior Teaching Staff

Please note; this is a National Generic Job Description. It describes the level of responsibility that you will be required to undertake. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will advise you of those that are not applicable. Text in bold font indicates the key level responsibilities for this role.

1. **PURPOSE OF JOB**

To collect students from class when called upon by teachers and to place students in senior teacher's classrooms or isolation in line with the school's behaviour policy supporting good behaviour for learning.

To supervise a group of students during the short term absence of a teacher to ensure that students carry out a pre-prepared lesson, maintain good order and to keep students on task, responding to questions and generally assisting students to undertake set activities.

To work under the instruction or guidance of teaching or senior staff to undertake work, care or support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area

Principal Accountabilities

Supervising referrals:

- Model respectful and restorative relationships.
- Attend class promptly in response to teachers' emails.
- Support students to reengage in lessons and support teachers in avoiding sanctions where possible.
- Manage the behaviour of students whilst being collected and placed.
- Support excellent behaviour for learning and school reward and behaviour systems.

Supporting the school

- Be aware of and comply with policies and procedures relating to child protection health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop

- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

General Accountabilities

1. To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.
2. To be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety, of such employees and areas of the workplace as fall under direct control of the postholder and for complying with legislation relating to works and contracts as are within the direct responsibility of the postholder.
3. To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

DEPARTMENT:	Children, Families & Schools
POST TITLE:	Referral Supervisor
GRADE:	Level C
RESPONSIBLE TO:	Senior Teaching Staff

CRITERIA	ESSENTIAL CRITERIA
Job related knowledge	<p>Evidence of having undertaken:-</p> <ul style="list-style-type: none"> • TA induction training – specifically on: ‘Strategies and approaches for positive behaviour management’; Effective Practice in Action’. • Support staff introductory training – specifically modules on: ‘Behaviour Management’; ‘Inclusion, SEN & Disabilities’ and ‘Risk & Reflection’. <p><i>The above are considered to be the minimum requirements in line with Remodelling guidelines</i></p> <ul style="list-style-type: none"> • NVQ Level 3 * for Teaching Assistants or equivalent qualification or experience <p>* Modules considered particularly relevant: National Occupational Standards: 3-1 ‘Contribute to the management of student behaviour’; 3-10 ‘Support the maintenance of student safety’; and 3-5 ‘Assist in preparing the learning environment’.</p> <ul style="list-style-type: none"> • Familiar with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN) • Understands the range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs • Understands classroom roles and responsibilities and own position within those roles
Experience	<ul style="list-style-type: none"> • Minimum of 2 years experience of working in a school and / or with young people. This may include experience of, for example, working in youth groups or social care organisations or supervising/managing staff in commerce or industry

Skills and abilities	<ol style="list-style-type: none"> 1. Demonstrates a firm but friendly approach – able to command the classroom 2. Demonstrates positive, confident and sensitive management of students (including those who display challenging behaviour) 3. Displays good written and oral communication skills 4. Relates well to children and adults 5. Good observational skills with the ability to feedback information clearly and concisely 6. Patience and resilience 7. Good numeracy / literacy skills 8. Can use ICT effectively to support learning
Equal opportunities	Experience which demonstrates commitment to equal opportunities.

Our Values and Ethos at Hove Park School and Sixth Form



A school is more than just a place where students come to learn. It is also a place where a community develops and thrives. It is a place where we come together to support each other achieve whether it is in the classroom learning, on the sports field competing or on the stage performing, we know that success comes from us all working together.

Student progress will always remain a key priority because outcomes so often dictate future pathways and opportunities for young people. Having been again judged by Ofsted as a 'good' school, we continue to reflect on the structures and routines that we expect to see in every lesson. Exploring the ways we teach to ensure we drive improvement and our ambition to be 'outstanding' at the next inspection.

Our early adoption of a digital device for every child has provided significant opportunities to innovate and explore digital pedagogy - both at Hove Park but also within our community and beyond. Our Wellbeing at School award demonstrates an ethos focused on ensuring all students feel cared for and supported throughout their time with us.

Our curriculum has been planned and developed to provide a whole education for all students. When we describe our curriculum we are not just talking about the sequencing of lessons and subjects across the Key Stages but also the half-termly curriculum enrichment days and extra-curricular provision that together enrich and broaden a student's time at Hove Park. A learning journey that provides a traditional foundation at Key Stage 3 from which students can build on individual strengths. We are ambitious for all our students and expect them, where appropriate to retain a breadth to their studies through the study of EBACC subjects and the use of our Project days.

The final part of my vision for our school relates very much about the school experience each and every student will have. It is about identifying the skills, values and attributes that we believe students should develop during their time with us and the things they will see, hear, try and explore at KS3, KS4 and KS5.

It is an exciting time to be part of Hove Park School as we continue to shape our future and the way we support all students to grow and achieve.