

Job Description and Person Specification



Student Enrichment Officer Skills and Logistics Centre

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| Salary: | £10,086pa - £10,936pa Inclusive |
| Hours: | 18 hours per week worked over 40 weeks The working pattern will be: Monday – Wednesday 10am – 3pm Thursday 10am – 1pm |
| Leave: | This is a term time only post. Leave should therefore be booked and taken during the College vacation periods |
| Reports to: | Skills Centre Support Manager However this role forms part of the cross College Student Services team |
| Works closely with: | Members of the Isleworth Student Enrichment team |
| Location: | This post will be based at our Skills and Logistics Centre, Feltham |

The purpose of the post:

- To take the Skills and Logistics Centre lead on developing and providing a comprehensive range of student enrichment including those around welfare and finance advice supporting all our students around a diverse and complex range of issues. To locally administer the Learner Support and also other Welfare funding schemes.
- To ensure students participate and enjoy their time at College by delivering and continually monitoring a wide programme of Enrichment and Student Voice activities towards an agreed of deliverable targets whilst ensuring that as many students as possible fully engage in Skills and Logistics Centre and College life.
- To be an integral part of the across College Student Services including assisting with other College events which covers Open days, annual Freshers' Fair, induction programme and attending relevant groups and meetings.

The main duties and responsibilities are for:

1. Safeguarding

- To be a nominated member of the safeguarding team contributing to a safeguarding staff rota as required. This includes making referrals to external services such as the Police or social care services under direction of the Line Manager.

- Offer support to the Student Learning Advisors (SLAs) and other curriculum staff in matters relating to safeguarding, acting as a first point of safeguarding contact at the Skills and Logistics Centre with the Director.

2. Student Services - Welfare and Finance

Responsible for the development of our Student Services delivery at the Skills and Logistics Centre providing a flexible information, advice and referral service to students regarding general welfare and finance issues for example, Homelessness, Childcare, Sexual Health, and Substance Misuse, Guaranteed and Discretionary Bursary awards, Discretionary Learner Support and Welfare funds.

- Provide accurate advice and information to students on a 1:1 basis arranged in conjunction with SLAs to support students with a wide range of issues and ensure progress with their chosen course of study.
- Communicate effectively with a wide variety of individuals and organisations which include students, parents, SLAs, and local advice agencies
- Responsible for the administration process and delivery of all Welfare funding from application to final payment stage alongside College Policies.

This includes:

- a. Providing students and staff with accurate information regarding student eligibility and the allocation of funds.
- b. Processing all applications using specified guidelines to determine accurate allocation for each category, for example, equipment/kit, travel, Nursery childcare etc.
- c. Timely completion and distribution of information to students regarding the outcome of their funding application(s).
- d. Responsibility for gathering and maintaining data and evidence related to welfare and financial support and demonstrating the impact and effectiveness of the service as required. Providing statistical reports and data as required.
- e. Responsible for adhering to College financial procedures and ensuring that all records are accurately maintained for audit purposes, while providing strict confidentiality.

3. Student Services - Enrichment and Student Voice Activities

Responsible for the Enrichment and Student Voice initiatives at the Skills and Logistics Centre, developing relationships with students promoting trust to facilitate the continued development of a proactive and responsive student services provision and to staff these extra-mural events during the day.

- Take the Skills and Logistics Centre operational lead for the delivery of a wide ranging, diverse and creative enrichment offer for students, for example, activities that broaden students' horizons create a sense of belonging to the College, support academic achievement, financial literacy and progression, embedded into the curriculum where appropriate.

- Promote and publicise the programme of activities to the full Student Body encouraging involvement and participation. Provide text as required for different communication channels including updating sections of College Moodle and other on line presences as required.
- Maintain and analyse records of student participation in activities in order to evaluate their impact on student success.
- Help co-ordinate the Course Representatives, Student Ambassadors, Student Union and Student Parliament at the Skills and Logistics Centre, ensuring that respective representatives are enthused and empowered to undertake their roles creating a dynamic platform for student views.
- Offer support to SLAs and teachers in matters relating to student retention strategies and work to establish partnerships and links with appropriate local external agencies for the benefit of students.
- Establish and develop teams of students to take part in sporting events working with other staff where needed, for example, the Sports Coordinator at the main site.
- Be responsible for the safe storage and maintenance of sports and other enrichment equipment used at the Skills and Logistics Centre.
- Liaise with the Health and Safety Manager and be responsible for the Health and Safety Policy in respect of all organised events and activities including completion of risk assessment reports.
- Supervise the Student Common Room and other shared facilities at the Skills and Logistics Centre.

4. General Duties

- To undertake additional duties, for example, at enrolments times as required.
- Provide First Aid cover to students at the Skills and Logistics Centre, staff and visitors and carry out emergency procedures alongside College Policies.
- Promote a positive image of West Thames College in all contacts with students, employers and professional bodies.
- Carry out any other reasonably comparable duties that may be required from time to time including occasional evening work.
- Adhere and comply with the college financial regulations.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess relevant qualifications/experience
2. Experience in youth work and/or educational settings
3. Experience of working with cultural diversity
4. Demonstrate empathy and clarity in dealing with young people
5. Ability to work and liaise with staff and students at all levels of the organisation
6. Ability to articulate the ways in which a good student enrichment experience can enhance the likelihood of learner success
7. Demonstrate a capacity for innovation in the planning of such activities
8. Have or be willing to obtain a driving licence
9. Have or be willing to obtain basic first aid qualifications
10. Be able to articulate an approach to confidentiality in regard to student information
11. Knowledge of appropriate Prevent and safeguarding legislation and procedure
12. Be willing to undertake training and development as required within the role.
13. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
14. Have an awareness and understanding of equal opportunities
15. Possess a Literacy and Numeracy qualification at Level 2

Equality and diversity

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed. We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

Closing date: 12pm – 16 July 2018

Post reference: 6TAE003

Interview Date: 24 July 2018

Conditions of Service

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| Contract: | Permanent 18 hours per week over 40 weeks per year |
| Salary: | £10,086pa - £10,936pa Inclusive Please note the salary range for this post is points 25 to 28 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 25 Where there is evidence of current earnings in excess of point 25, the applicant may be placed at the salary point higher than their current salary |
| Pension: | Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions. |
| Annual Leave: | This is a term time only post. Leave should therefore be booked and taken during the College vacation periods |
| Hours: | 18 hours per week |
| Probation: | Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance. |
| Disclosure | The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service. |