



## **Job Description**

### **Student Engagement Officer - Enrichment**

Title of Post:	Student Engagement Officers – 1 full time post (Uxbridge/Hayes); 1 part time post (Harrow-on-the-Hill/Harow Weald)
Section:	Student Services
Hours:	36 hours per week, 39 weeks per year to cover term times  18 hours per week, 39 weeks per year to cover term times Working pattern for part time post is subject to negotiation/agreement, but must cover the student lunch break times (12.00 – 2.00pm) and will be required to work flexibly to cover late afternoons as required
Grade:	Scale 4
Reporting to:	Student Support Manager/Head of Student Services

#### **MAIN SCOPE OF POST:**

- To design, develop and implement the cross-college enrichment programme for all learners
- Promote the enrichment provision widely across the college, showcasing the benefits that enrichment and extra-curricular activities have in supporting students and apprentices to be “career ready”
- Monitor, record and measure the impact of all enrichment and extra-curricular activities

#### **DUTIES AND RESPONSIBILITIES:**

1. Enhance the overall Learner Experience by gathering learner feedback and developing enrichment opportunities based on response.
2. Promote the enrichment provision widely across the college, showcasing the benefits of enrichment and extra-curricular activities
3. Monitor, record and measure the impact of all enrichment and extra-curricular activities and support students to complete their own learning reflections
4. To ensure that student voice / Student Council is at the heart of each stage of the learner journey and leads to positive impact within the enrichment programme. Including closing the loop through the active promotion of ‘You said, We did’

5. Promote skills essential for employment within enrichment, including teamwork, leadership, and healthy competition among learners.
6. To establish good working relationships with all curriculum heads, course tutors and the wider College support services. Providing bespoke enrichment opportunities that complement courses and fit into study programme requirements.
7. Be an integral part of the cross-College Student Services, assisting with other College events which covers Open Days, annual Freshers' Fair, enrolment, induction programme and attending relevant groups and meetings.
8. Ensure compliance with prescribed or agreed systems of working, including visit form procedures, risk assessments, attendance monitoring.

### **Other Duties**

1. To assist in the retrieval of information for Senior Management, College committees, Governing Body and other organisations as and when required.
2. To serve as a member on appropriate College Working parties as determined by the Guidance and Information Services Manager.
3. To participate in Evening or Saturday Duty, on an occasional basis.
4. To participate in relevant training and staff development opportunities where appropriate.
5. To take an active part in the appraisal and mentoring systems.
6. To promote Equal Opportunities and implement the College's Equal Opportunities Policy.
7. To comply with all relevant Health and Safety Regulations and assist the College in the implementation of its own Health and Safety Policy.
8. To perform any other duties commensurate with the general level and scope of the post as may be required by your line manager.

### **Safeguarding Children and Vulnerable adults**

- Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
- Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

**Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

## Student Engagement Officer - Enrichment Person Specification

	Essential	Desirable	How assessed*
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>• Good standard of education, preferably to Level 3 with English and Maths at a minimum of GCSE Grade C/4 or equivalent</li> </ul>	✓		Cert/AF
<ul style="list-style-type: none"> <li>• Relevant youth working qualification</li> </ul>		✓	Cert/AF/IV
<b>Knowledge, Skills and Experience</b>			
<ul style="list-style-type: none"> <li>• Experience of working in the Further Education / education sector</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Experience of providing / leading student activities</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Ability to work and liaise effectively with staff and students at all levels of the organisation</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Understanding and commitment to Equality and Diversity and Safeguarding in education</li> </ul>	✓		IV
<ul style="list-style-type: none"> <li>• Experience of working in a multi-cultural environment</li> </ul>		✓	AF
<ul style="list-style-type: none"> <li>• Ability to communicate, negotiate and work effectively with internal and external partners</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good IT skills, including working knowledge of Microsoft Office software and experience of working with systems and databases</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Understanding of the use of social media in educational context</li> </ul>		✓	AF/IV
<b>Personal Attributes</b>			
<ul style="list-style-type: none"> <li>• Ability to interact positively and communicate effectively with young people</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Willingness and ability to work flexibly, including some evenings and weekends as required</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good team working/team leadership skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Ability to enthuse and motivate others and encourage participation in events and activities</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Ability to work unsupervised and manager own time and priorities.</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Willingness and ability to travel between sites when required (Uxbridge-based post will travel to Hayes; Harrow-on-the-Hill based post will travel to Harrow Weald)</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Well organised and self-motivated</li> </ul>	✓		AF/IV
<b>Competencies</b> <i>Support staff should be able to demonstrate competency in all of the following areas:</i>  Communication; Planning and Organising; Working Together; Adaptability/Flexibility; Customer Focus			AF/IV

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Cert = Certificates checked on induction