

POST	Welfare and Engagement Adviser – Maternity Cover
DEPARTMENT	Student Services
SALARY	£26,135 - £27,741 per annum inclusive of London Weighting Business Support scale SO1
HOURS	36 hours per week, 40 weeks per year (Term Time Based)
RESPONSIBLE TO	Safeguarding Team Leader

THE POST

Welfare and Engagement Advisers play a leading role in ensuring that students have the appropriate personal support to develop excellent attitudes to learning, become self-confident and self-assured, and know that they have the potential to be a successful student which will have a strong, positive impact on their progress. This post will work with the Inclusive Learning Team to support students with additional learning needs including mainstream EHCP/High Needs learners and students with SEN needs, and also will work closely with the Student Services and Curriculum teams to maximise student engagement and success.

The successful post holders will be expected to:

- Provide pastoral support, dealing with an allocated caseload of students needing extra support, so that students develop their personal, behavioural and social skills.
- Support the preparation of students for progression within and from the College.
- Contribute to the development of enrichment activities and workshops so that students develop their personal, behavioural and social skills.
- Encourage student participation in wider College life, including enrichment and social action.
- Support the work of the Student Union, promoting student voice.

MAIN DUTIES AND RESPONSIBILITIES

- Work with an allocated caseload of students in groups and one to ones so that they understand how their education and training equip them with the behaviours and attitudes necessary for success in the future and supporting them to develop excellent employability and social skills.
- Work with these students to develop, implement and monitor support strategies, referring students to both internal and external support agencies where appropriate.
- Contribute to the delivery and implementation of enrichment activities that allow all students to explore personal, social and ethical issues and take part in life in wider society, whilst promoting the college values.
- Help students to comply with college guidelines for behaviour and conduct and to help students manage their own behaviour in the College.
- Ensure students receiving support or intervention from student services are allocated with the correct risk indicator and badges.

- Liaise effectively with all other support services such as counselling, bursary and inclusive learning support in order to offer a full range of support for students.
- To be a named member of the safeguarding team and hold a key responsibility for the safeguarding of students, reporting safeguarding concerns in accordance with College policy.
- Contribute to students' understanding of their rights and responsibilities as a student and as citizens in the community; and how well they work cooperatively with others in all settings and promote good and productive working relationships with their peers.
- Work as an active member of the Student Services Team alongside the Head of Student Experience and the Safeguarding Team Leader in the self-assessment process for the team. Support a culture of continuous improvement through contributing to the use of rigorous self-assessment processes.
- Implement strategies to maintain a safe working environment, adopting procedures and practices to ensure safe working conditions and ensuring students and staff comply with any relevant safety standards.
- Support the Student Engagement and Equality Lead in the preparation of tutorial materials to ensure effective promotion of the elements of Personal, Social and Employability skills, Equality and Diversity and Safeguarding.
- Liaise with parents, carers and external agencies, where applicable, establishing effective working relationships and providing timely and accurate information.
- Work with other departments to provide relevant information, advice and guidance to prospective students, e.g. Open days, student events.

GENERAL DUTIES

- To participate fully in staff reviews according to the College requirements and undertake training as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- Contribute to Open Evenings/Events and Parents' Evenings where appropriate.
- To be available to assist in enrolment procedures, which may require additional hours including evenings and weekends, for example during the Autumn Term.
- To work flexibly, which may include evenings, open days, parents' evenings and possibly weekends.
- To undertake any other duties commensurate with your level of responsibility as may be required by the Senior Leadership Team or a member of the College Leadership Team, in order to ensure the efficient functioning of the College.

EXPECTATIONS FOR ALL STAFF

All members of staff at the College are expected to be:

- **Responsive & Adaptive**

Responsive to change, creating new opportunities for meeting new challenges

- **Creative, imaginative and entrepreneurial**

Innovators and commercially aware

- **Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the College

- **Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our students

- **Accountable**

Understand the impact of (and take responsibility for) their actions upon College stakeholders

CONDITIONS OF SERVICE

This role will involve regulated activity with children and young adults. The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment.

Confirmation of appointment is subject to the satisfactory completion of a 6 month probationary period.

This job description/candidate specification is subject to periodic review.

PERSON SPECIFICATION

The successful candidate will fulfill the following essential requirements, and will also ideally hold the desirable attributes.

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

AF = Application Form SS = Supporting Statement I = Interview PE = Practical Exercise(s)

	Desirable	Essential	Assessed by
Knowledge			
1. Knowledge of key developments relating to the area of responsibility.	✓		AF
2. Knowledge of frameworks, legislation, regulations and requirements of the sector and how these relate to the role.	✓		AF
3. Knowledge of the national and local priorities for young people and adults.	✓		AF

Abilities/Skills/Experience			
4. Experience of making positive impact through working directly with young people aged 14-19 involving the assessment of needs and provision of advice, information and support.		✓	AF/I
5. Experience of working with young people to develop their employability, social, behaviour and personal skills to successfully achieve their programme of study.		✓	PE
6. Experience of working with students with additional learning needs in order to help them achieve the best possible educational outcomes		✓	AF/I
7. Experience of working with a number of different support agencies, both within a college setting or in the wider community and working in partnership with multi-agency professionals		✓	AF/I
8. An understanding of and empathy with the challenges of working with learners from diverse backgrounds.		✓	AF/I
9. Have excellent interpersonal skills needed to develop positive and supportive professional relationships with students, teachers, parents/carers, external agencies and the wider community.		✓	PE/I
10. Experience of coaching, motivational or counselling techniques and the ability to motivate others to reach their full potential.		✓	AF/I
11. Good communication skills (both written and verbal) including being able to maintain accurate and up to date records in a timely fashion.		✓	I/PE
12. Initiative and ability to prioritise one's own workload and work to tight deadlines.		✓	I/PE
13. Ability to improve own practice/knowledge through self-evaluation and learning from others.		✓	AF/I
14. Knowledge and experience of using ICT packages systems and equipment effectively.		✓	I/PE
15. The ability to interpret data using management information skills.		✓	I/PE
Qualifications and further professional development			
16. Level 2 in Maths and English or equivalent.		✓	AF
17. Qualified to Level 3 equivalent or above.		✓	AF
18. Willingness to take part in all relevant training and evidence of recent professional development and its impact. Willingness to share good practice with others.		✓	I

19. Demonstrable commitment to Equality and Diversity, Safeguarding, Health & Safety and Personal, Social & Employability skills.		✓	PE
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