**,JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** | |
| Campus Support Officer  Term time only – 34 weeks | Student Support | |
| **SALARY** | **BENEFITS** | |
| £18,852 - £19,336  per annum pro rata,  relating to qualifications and experience,  plus holiday entitlement | Local Government Pension Scheme  26 days holiday pro rata rising to 31 days pro rata following 5 years service plus Bank Holidays pro rata | |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** | |
| Student Support and Welfare Co‑ordinator  Director of Student Support and Welfare | N/A | |
| **KEY TASKS AND RESPONSIBILITIES** | | |
| To be a member of the Student Support Team, setting high standards and expectations for students to further advance their personal development, behaviour and attitudes to each other, learning and work.  To be highly visible around the campus, responding to situations in relation to student behaviour and conduct in order to maintain high levels of safety and security for staff, students and visitors.  To supervise the College campus including the transport area and bus arrivals / departures, monitoring sessions and student behaviour.  To supervise and monitor the College campus to promote the safety and welfare of all students, staff and visitors.  Promote appropriate positive behaviours in line with College Values and the Myerscough Code. | | |
| **KEY TASKS AND RESPONSIBILITIES cont.d** | | |
| Employ trauma informed behaviour management strategies and techniques which support restorative practice and solution focussed interventions.  Utilise the College disciplinary process.  To operate within the Core (Student Support and Welfare), as part of the Student Support team, providing the central point of information and support for students. | | |
| To promote and co-ordinate a range of initiatives to support personal development including health and wellbeing. | | |
| To encourage and support students’ participation in enrichment and learner voice opportunities.  Work alongside student support, business support and curriculum teams to provide the best possible care, support, safeguarding and welfare. | | |
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| **DUTIES** | |
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| To ensure campus security is maintained within the remit of the role, providing a presence around all areas of the campus. Awareness of College campus activity and ability to access all relevant areas, adopting appropriate security measures.  To support all staff in matters of student organisation and discipline. Awareness and implementation of College Values and Myerscough College Codes.  To be visible around campus during the College day.  Be responsive to situations, diffuse conflict when appropriate and manage situations, with a solution focussed, restorative approach.  To ensure health and safety, fire, safeguarding and all College regulations are maintained at all times. Knowledge and implementation of policies and procedures.  To carry out search and screening procedures in line with College policy and procedures. | |
| To be available to implement any College emergency procedures or any aspect regarding student welfare as required with flexibility to support students.  Encouraging students to attend classes and enrichment opportunities as appropriate.  To provide Information, advice and guidance and support for students referring students as necessary to a range of internal and external support including:   * Safeguarding issues and concerns * Health and wellbeing including mental health * Financial information and support * Transport and residential services * Inclusive Learning * Positive activities | |
| **DUTIES** | |
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| To deliver awareness campaigns such as bullying, drug and alcohol awareness and help in a range of positive activities to promote personal development.  To ensure accurate records are maintained on the student electronic record system, monitoring concerns and actions and monitoring changes in level of concern. Updating this system, providing reports and supporting staff to ensure effective use of Promonitor.  To liaise with parents and guardians as appropriate.  To liaise with student service sections in partner Universities and other educational establishments as required.  To be aware of the College’s health and safety, equal opportunities, drugs, alcohol and smoking policies.  To attend relevant meetings and report information as required. | |
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| You will be a role model and promote the College values:   * **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making. * **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance**FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.   Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.    Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. | |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work independently (A/I)  Ability to deescalate conflict and be resolution focussed (A/I)  Enjoy working outdoors (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| GCSE, or equivalent, English Grade C or above (A/I) | GCSE, or equivalent, Maths Grade C or above (A/I)  Experience of behaviour management and conflict resolution (A/I)  Experience of working or liaising with a range of support agencies (A/I)  Familiarity with using Microsoft applications (A/I)  Familiarity with using student tracking systems and software (A/I)  Other qualifications or training related to student support or working with young people (A/I)  Knowledge of current issues within Further Education (A/I) |
| ***General Intelligence*** | |
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| ***Special Aptitudes*** | |
| Energetic, innovative, flexible and fully committed to helping students to full access and engage with their learning programme, positively progress and succeed (A/I)  Ability to converse and communicate confidently in a range of situations (A/I)  Experience of working with young people and be able to understand their range of issues within an educational setting (A/I)  Evidence of enthusiasm, flexibility and commitment to supporting young people (A/I)  The ability to work with young people to achieve the best they can be (A/I)  Good understanding of the issues around student support and safeguarding and the commitment to be flexible and innovative (A/I) |  |
| ***Interests*** | |
|  | Empathy with education (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Campus Support Officer  Term time only – 34 weeks | Student Support |
| **SALARY** | HOURS OF WORK |
| £18,852 - £19,336 per annum pro rata  relating to qualifications and experience  To be paid over 12 equal monthly payments | 37 hours per week  Term time only – 34 weeks |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday pro rata rising to 31 days pro rata following 5 years service plus Bank Holidays pro rata.    Payment for your holiday entitlement will be incorporated into your annual salary. | Local Government Pension Scheme  Up to £15,000 pa 5.5% Employee  £15,001 to £23,600 pa 5.8% Employee  £23,601 to £38,300 pa 6.5% Employee  £38,301 to £48,500 pa 6.8% Employee  £48,501 to £67,900 pa 8.5% Employee  £67,901 to £96,200 pa 9.9% Employee  £96,201 to £113,400 pa 10.5% Employee  £113,401 to £170,100 pa 11.4% Employee  £170,101 or more pa 12.5% Employee  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |