

| | |
|--------------------|--|
| Post Title | Student Development Officer – Term time only |
| Location | Craven College, Skipton (Multi-Site) |
| Rate of pay | Craven College Harmonised Pay Scale |
| Hours | Various hours, full and part time |
| Responsible to | Senior Student Development Officer |
| Special Conditions | <p>This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent</p> <p>A full DBS Certificate via the Disclosure and Barring Service will be required for this post.</p> |
| Post No. | B247 |

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.
Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the
College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

You will be a member of the Personal Development Team and contribute to the planning and delivery of key aspects of the Personal Development Programme for students. You will be a passionate individual with excellent interpersonal skills as you will be a key contact for students.

You will be responsible for a caseload of students to support them through the induction process and provide a range of holistic support to students throughout their learner journey.

You will be responsible to deliver weekly tutorial groups focusing on the Personal Development scheme of work to enhance students knowledge, skills and positive behaviours and attitudes.

You will provide regular one to one reviews with students where you will respond and recognise potential barriers to learning. You will be proactive in providing the required support interventions to help the student overcome any barriers.

Ensure students have appropriate information, advice and guidance and a range of pastoral and enrichment opportunities to facilitate personal development progression and employability.

You will check and monitor student progress and attendance by liaising closely with relevant staff, parents/carers to provide appropriate support interventions for best possible student outcomes.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

- To provide effective coaching for students on an individual basis or classroom-based setting to support success and progression for an identified caseload of students linked to curriculum areas.
- To support the monitoring of attendance and punctuality with Curriculum HOD and all other departments.
- To enable and support students to overcome barriers to progress and success,
- To deliver the tutorial Scheme of Work as part of the Personal Development and wellbeing Plan in 1:1 and classroom-based group sessions to develop personal, employability and social skills and to monitor and support student performance and progression.

- To ensure timely and accurate student monitoring including the successful implementation of the student review cycle to support students to reflect on their progress through the effective setting, monitoring and reviewing of SPR targets.
- To adapt and deliver the employability sessions and liaise with the work experience team to co-ordinate and implement student industry placements/work experience/experience of work.
- To contribute to the planning and delivery of a wide and varied enrichment and learner voice programme through workshops and activities to support student health and wellbeing.
- To attend and actively participate in regular team meetings, or student support meetings where required as requested by the Head of Department.
- You will be expected to be fully conversant with and implement the College's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff.
- To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, and being mindful of cultural or gender differences.
- To develop and implement a range of strategies and interventions to address any areas of development
- To encourage positive behaviour strategies to maintain high standards of positive attitudes, behaviours and attendance
- To work in close conjunction with the Student Services team to access to relevant support for the students,
- To support students on the completion of their programmes and employment applications and support student progression.
- To attend and provide support at all college open events and the enrolment process.
- To assist with the delivery of student inductions, ensuring students fully understand the College Code of Conduct, attendance standards and reporting procedures.
- To support college events
- To be student advocate and discuss informal complaints with relevant Heads of Department to ensure the student voice is heard

- 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 and that issues/disclosures that are a reason for concern are correctly and expediently referred.
 - To participate in the College's Appraisal scheme and undergo further professional development to extend skills and abilities in line with the needs of the College.
 - Any other duties commensurate with grade and status as may reasonably be requested.
-

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Qualified to Level 3 in a relevant subject.
- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and maths (or willing to work towards completion within a specified time frame).
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures.
- Interest and understanding of current educational initiatives
- Ability to work flexibly and on own initiative to meet the needs of the College
- Ability to maintain relevant records and documentation accurately
- Willingness and ability to undertake further professional development linked to the Department curriculum and College needs
- Ability to achieve high standards working under pressure
- Excellent interpersonal skills
- Computer literate, and familiar with video conferencing software such as Microsoft Teams, Zoom or Facetime.
- Current driving licence and use of car.

DESIRABLE REQUIREMENTS

- Qualifications in line with College Policy and legislative requirements i.e. PGCE or Recent relevant experience of teaching to a high standard in the FE sector,
 - Certificate in Education/Level 3 Teaching; or a willingness to work towards a level 3 qualification.
-