

Job Description

Post:	Learner Participation Officer
Salary Grade:	Band 8
Responsible to:	Head of Pastoral Support

Key Purpose:

1	To provide and facilitate enrichment and learner voice activities.
2	To enhance the Colleges retention and achievement strategy.
3	To provide information to the Head of Pastoral Support to assure the effective operation of the enrichment and learner voice programmes.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To provide/facilitate enrichment and learner voice activities, for predominantly 16-19 year old learners cross College. As identified by the Head of Pastoral Support .
b	To monitor learners attendance at the activities and provide completed registers on a weekly basis to the Head of Pastoral Support.
c	To provide learners with enrichment and learner voice activities that have been risk assessed and meet all Health and Safety requirements.
d	To liaise with learners and staff in order to provide enrichment and learner voice activities, as identified at induction through the evaluation process.
e	To provide evaluative feedback on the enrichment and learner voice activities, as requested by the Head of Pastoral Support.

f	To monitor, with guidance from the Head of Pastoral Support the numbers of learners accessing enrichment and learner voice facilities across the college.
g	To propose new enrichment and learner voice activities, as identified by the learners.
h	To complete any necessary incident/accident reports and to inform the Head of Pastoral Support of any incidents/accidents or causes for concern – e.g. Behavioural Problems.
i	To ensure that all equipment used at enrichment and learner voice activities meet Health and Safety requirements and that all equipment used are PAT tested.
j	To ensure learners leave venues clean and tidy after use.
k	To liaise with the Head of Pastoral Support and where applicable other College staff in order to organise and ensure requirements are in place for enrichment and learner voice activities.
l	To accompany learners and be responsible for ensuring adherence to Health and Safety and Child Protection regulations when on out of College enrichment and learner voice activities.
m	To report any breaches of acceptable behaviour from the learners to the Head of Pastoral Support both within the College and at external venues in order for a full investigation to be undertaken.
n	To organise the ordering/reordering of equipment when necessary as approved by the Head of Pastoral Support
o	To participate in the College appraisal scheme as an appraisee and to engage in continuing professional development as and when identified by the Head of Department.
p	To have the ability to multi task and work flexibly as the demands of the service function indicates: i.e. cross college key function areas.
q	To attend meeting and training sessions as required.
r	To carry out any other duties commensurate to the post as required by the Head of Department.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification – Learner Participation Officer

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>	
Qualification	1. Level 3 qualification or willingness to achieve within a specified time	Certificate	A Coaching qualifications	Certificate	
	2. Literacy Level 2	Certificate	B Able to drive a mini bus	Certificate	
	3. Numeracy Level 2	Certificate			
	4. IT Level 2	Certificate			
Professional Development	5. Evidence of ongoing professional development	Application			
Skills/ Qualities	6. Excellent interpersonal, communication and organisational skills.	Application/ Interview			
	7. Ability co-ordinate and motivate staff	Application/ Interview			
	8. Good negotiating skills	Application/ Interview			
	9. Ability to work on own initiative	Application/ Interview			
	10. High level communication skills – oral, written and IT	Application/ Interview			
	11. Excellent organisational skills	Application/ Interview			
	12. Good interpersonal skills	Application/ Interview			
	13. Able to keep calm in difficult situations	Application/ Interview			
	14. Able to work effectively and efficiently	Application/ Interview			
	15. Ability to build good relationships with students, staff and suppliers	Application/ Interview			
	16. Flexible approach to work	Application/ Interview			
	Other	17. Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview		
		18. Commitment to college policies i.e. Health & Safety,	Application/ Interview		

	<p>Equality & Diversity, Inclusion and Quality Assurance</p> <p>19. DBS Check acceptable to college will be undertaken for successful applicant</p>	<p>Interview</p> <p>Application/ Interview</p>		
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