

JOB DESCRIPTION

Post:	Student Adviser
Responsible to:	Head of Student Engagement
Pay Band:	7

Introduction

The Student Engagement Team provides a range of services to potential students and those enrolled to courses delivered by the College. Services provided include:

- Information, Advice and Guidance
- Wellbeing Support
- Financial Support
- Safeguarding support
- Student Voice
- Front of house

Job Purpose:

You will report to the Head of Student Engagement and collaborate with others in the Student Engagement Team to deliver the best possible wellbeing support for all students. You will work closely with external partner agencies to ensure a holistic approach to support and safeguarding for our students of all ages.

Main Duties:

- To work with students, promoting and providing support with wellbeing issues.
- To advise and make decisions on safeguarding and Prevent matters supporting students and staff and escalating concerns as required.
- To oversee your own caseload and take part actively review meetings.
- To collate, record and report information/data as required for compliance and to measure service impact
- To take an active role in Child Protection, Child in Need and Team Around the Family meetings where required.
- To create and deliver initiatives to effectively support as many students as possible, responding flexibly to demand and keeping up to date with emerging trends
- To oversee a caseload of children we care for and chair the Personal Education Plan with other stakeholders
- Initiating Risk Assessment including criminal convictions pre-entry and on programme.
- To actively develop and maintain partnership work with the local authority and other stakeholders.

- To represent the college at safeguarding and other networking meetings and feedback as required.
- To liaise closely with key staff across the college to ensure effective support for students.
- To engage with supervision arrangements internal/external as required.

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	HOW ASSESSED
1	A degree or equivalent level of education in a related subject	Application Form
2	Commitment to promoting equality and diversity	Application Form, interview
3	Experience of practical skills in scheduling and planning	Application Form, interview
4	Proven ability to analyse and interpret data, and report as required.	Application Form, interview
5	Evidence of highly effective communication skills both written and oral; including the ability to record detailed information accurately, concisely and in a timely manner.	Application Form, interview
6	Ability to use technology including Office 365, develop systems and approaches, and ensure effective working practice	Application Form, interview
7	Ability to work, listen and communicate with staff and students of all abilities including vulnerable students and/or those exhibiting challenging behaviour.	Application Form, interview
8	Ability to travel cross college as required and to be flexible with working patterns.	Application Form, interview
9	Proven experience of effective working in teams	Application Form, interview
10	Proven competence and confidence in delivering the safeguarding and Prevent agenda commensurate with this post and putting in place complex individual risk assessments as required.	Application Form, interview
11	Proven ability to maintain excellent professional boundaries	Application Form, interview
12	Ability to remain calm and dispassionate when working with complex and challenging issues.	Application Form, interview
13	Level 2 in Literacy and Numeracy	Application Form, interview

	DESIRABLE CRITERIA	
1	A qualification in teaching, youth work, social work, healthcare, or similar	Application Form, interview
2	Experience of arbitration, mediation or advanced listening skills	Application Form, interview
3	Knowledge and/or experience of work with specific groups/activities such as Young Adult Carers, Looked After Children and/or behaviour support.	Application Form, interview