

## JOB DESCRIPTION

<b>Post:</b>	<b>Student Performance Manager</b>
<b>Responsible to:</b>	<b>Head of Faculty</b>
<b>Pay Band:</b>	<b>4</b>

### JOB PURPOSE

- To support students in their personal development, achievement and progression to Further or Higher education and/or employment.
- To support the Curriculum Manager to achieve the smooth running of the curriculum including communicating with students, staff, parents, employers, managing the Virtual Learning Environment and data management systems.

### MAIN TASKS

To work as a Student Performance Manager working one to one, in small or larger groups.

- Deal with a variety of student issues including punctuality, attendance, completion of work, engagement with whole programme of study.
- Support individual students in achieving and progressing
- To deliver a prepared tutorial programme
- To be a listener, facilitator for learning, motivator, advocate and role model
- Implement strategies and support students in self-esteem and confidence building activities
- Draw up agreed action plans and negotiate targets with students, reviewing and adjusting regularly
- Ensure that all information is communicated clearly to students, course managers, vocational teams, employers and parents
- Network with other mentors and staff and refer students to appropriate professionals both within and outside college
- Liaise with employers and support students securing work experience and/or employment
- Support students in the development of their learning and employability skills

- Assess the needs of students referred, either from referring agencies, self-referral or via tutors, and assist in identifying the nature of support required
- Assist in the arrangement of appropriate support, which may be a member of staff or specialist equipment/services
- Support students in the UCAS process
- Create an environment that enhances the student experience and supports the development of the college community
- Help to arrange and book activities, visits, trips; organise and run activities such as sports, enrichment, volunteering
- Support students with the development of study skills
- Prepare and deliver a wide variety of engagement activities
- Treat all data and personal information in the strictest confidence

#### **Other Duties Applicable To All Staff Working At Abingdon and Witney College**

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post

## PERSON SPECIFICATION

It is **essential** that the post holder has:

	<b>Essential criteria</b>	<b>How assessed</b>
1	A degree or equivalent level 4 qualification	Application form, certificates
2	Effective communication skills	Application form, interview
3	Confident in dealing with students, staff, parents and employers	Application form, interview
4	Experience of working successfully as a member of a team	Application form, interview
5	Experience of using a Virtual Learning Environment and social networking sites	Application form, certificates, interview
6	Level 2 or equivalent in literacy	Tests at interview
7	Level 2 or equivalent in numeracy (or willing to qualify)	Tests at interview
8	Level 2 or equivalent in IT (or willing to qualify)	Application form, interview
9	The ability to use own initiative in the solution of problems	Application form, interview
10	Good organisational skills	Application form, Interview
11	The ability to work to deadlines	Application form, interview
12	The ability to take responsibility for several jobs simultaneously, and see them through to completion	Application form, interview
13	Awareness of the need to protect confidential information	Application form, interview
14	Can demonstrate knowledge and understanding of Safeguarding/Child Protection issues relevant to the post	Application form, Interview

It is **desirable** that the post holder has:

	<b>Desirable Criteria</b>	<b>How Assessed</b>
1	Experience of working with young people	Application form, interview
2	Ability and willingness to drive the College minibus	Application form, certificates, interview
3	Hold their Award in Education & Training (AET), or be willing to gain this qualification	Application form, interview

## CONDITIONS OF SERVICE

<b>Salary:</b>	Pay band 4
<b>Payment:</b>	Monthly payments direct to bank via BACS
<b>Hours:</b>	37 hours per week
<b>Holidays:</b>	24 working days, rising to 29 days plus Bank and Public Holidays
<b>DBS:</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
<b>Pension</b>	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.