

Job title:	Activity Leader
Reports to:	Head of Student Experience and Engagement
Business area:	Student Experience
Responsibility for others:	No

Role purpose:
<p>To provide a youth activity service for students primarily aged 16-18.</p> <p>Enhance the experience of students within College through the provision of extra-curricular activities.</p> <p>Ensure the wellbeing of students and support their potential to progress.</p> <p>The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.</p>

Main responsibilities:
<p>To initiate and support the implementation of a range of student extra-curricular activities.</p> <p>Prepare, organise and deliver activities for students to aid their personal and social development.</p> <p>To work with student and staff to overcome barriers in accessing the wider College experience.</p> <p>To encourage students to use student communal areas in an acceptable way and positively challenge unacceptable behaviour.</p> <p>Work closely with the student union and support them with the development of events and activities.</p> <p>Engage with groups and individual students to support the development of transferable skills such as good attendance.</p> <p>Mentor and support students to encourage inclusion through challenging situations.</p> <p>Undertake individual personal support with students to overcome barriers to their education.</p> <p>To advocate on behalf of students where appropriate.</p> <p>Support the College systems and strategies to identify and provide cohesive support to 'at risk' learners.</p> <p>Refer students to College services or external agencies in relation to their needs.</p> <p>Provide support to the tutorial programme to tackle issues faced by young people.</p>

To work an agreed timetable as agreed with the Line Manager.

Support the planning and facilitation of College and student events and activities required within the College calendar, working outside of core hours in peak periods such as enrolment.

Liaise and maintain good working relationships with tutors, managers and service staff.

Liaise and network with external agencies to support the development of activities and support for Wakefield College students.

Undertake administration and write reports relating to the role as predetermined.

Work as part of a team to share resource development and promote good practice.

Undertake research and consultancy as appropriate.

Responsibilities of all Wakefield College employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all College policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with College policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification: Activity Leader		
Please provide evidence in your application of how you meet the criteria listed below.	Criteria: Essential Desirable	Assessed: Application Interview Task Reference
<p><u>Qualifications and Training:</u></p> <p>GCSE grade A*- C / 9 - 4 or equivalent in English and Maths Safeguarding and Prevent training (or to be completed within one month of appointment) Coaching qualification in any sport (please specify)</p>	E E D	A I A
<p><u>Relevant Experience:</u></p> <p>Experience of engaging 15 –19 year olds in life enhancing opportunities and activities Experience of supporting young people in an educational setting Experience of supporting young people at risk of disengaging Experience of working with young people to address barriers to progression Awareness of a range of personal difficulties and anxieties experienced by young people Experience of delivering sport, enrichment and club related activities to young people Experience of the Duke of Edinburgh Award</p>	E E E E E E D	A, I A, I A, I I I A, I A, I
<p><u>Skills and Knowledge:</u></p> <p>The ability to communicate with staff and students and build up effective working relationships The ability to work on own initiative and as part of a team The ability to provide support to help the positive integration of students into College Ability to organise, deliver and implement a varied programme of activities The ability to initiate and develop student participation The ability to support students in a formal learning environment as well as in informal situations Ability to plan and deliver group work sessions Ability to maintain accurate recordings and produce written reports The ability to form and maintain appropriate relationships and personal boundaries with all students</p>	E E E E E E E E E	I, T I, T I I I I I I I, R
<p><u>Additional Factors:</u></p> <p>Flexible approach to working practices To actively develop knowledge of the local community which the College serves A commitment to the principles of Equality & Diversity As the Group is a multi-campus site, flexibility and willingness to work across all sites is required Licensed to drive the College minibus to allow students to access enrichment opportunities - <i>Please see the following link for further information on driving a minibus</i> https://www.gov.uk/driving-a-minibus</p>	E E E E D	I I I I A, I