

DESCRIPTION

Post Title: Student Engagement Officer

Responsible to: Head of Studies

Purpose of the Role

This role is committed to ensuring student engagement and progress across all our College sites. The successful candidate will work alongside the Lecturers and Heads of Department as well as Heads of Studies to support students whose behaviours are a cause for concern due to poor behaviours.

The successful candidate will:

- Support positive behaviour in and out of the classroom and workshop environments.
- Encourage students to hold a high regard for their learning environment and resources.
- Have the desire to inspire and enthuse students and be ambitious for their futures
- Take a trauma informed approach to engaging students in the life of the college and ensuring college expectations are met in and out of classrooms and workshops.
- Work with the Ready, Respectful, Safe philosophy.
- Engage with professional development opportunities, training sessions and CPD to further develop skills and knowledge.

Duties

- To work with students (and parents/ guardians) at risk due to poor behaviours to enable them to become the best version of themselves.
- Lead on Ready, Respectful, Safe initiatives that positively support the culture and climate of the College, as well as students themselves.
- Take a particular focus on the conduct of students requiring maths and English ensuring they adhere to the code of conduct at all times and work with the Heads of Department to reinforce the key message: English and maths is where it's at !
- Be on call to support staff with behavioural incidents during the College day.
- Support with the investigating and handling of behaviour incidents as and when they happen.
- Work with our vulnerable students and parents and guardians in relation to behaviours
- Lead on supporting teachers to reinforce ready, respectful, safe behaviours in and out of lessons and workshops.
- Focus on Maths & English achievement and progression

- To keep records of initiatives, interventions and meetings for monitoring and impact measuring.
- To liaise with the relevant staff, Managers and Heads of Studies team to ensure consistency of communication and expectations.
- To monitor and analyse student behaviour data
- Challenge and motivate students, promote and reinforce self-esteem.
- Provide information and advice to enable pupils to make choices about their own learning/ behaviour/attendance/progression.
- Carry out 1:1 or group interventions for identified students.
- Assist with the supervision of learners during lesson times, including before and after College and at lunchtimes where appropriate.
- Accompany teaching staff and students on trips and visits and other activities as required.

Required Qualifications

- Good numeracy/literacy skills including minimum GCSE Maths and English grade C qualifications or above or equivalent.

Required Knowledge and Experience

- Experience of working within a Pupil Referral Unit or similar environment or experience in Youth Work would be an advantage.
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities.
- Appropriate working knowledge of Microsoft Office
- Knowledge and experience of administration skills, particularly data entry, information gathering and record keeping
- Knowledge and experience of effective communication in different formats, face to face, telephone, e-mail and social media
- Knowledge and experience of providing information that is clearly and professionally presented.

You may be required to work at or from any building, location or premises of Wigan & Leigh College and any other establishment where Wigan & Leigh College conducts its business. You will also be expected to work outside of your normal working hours for College events and enrolments.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.