

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Behaviour Warden (College Ambassador)
Responsible To:	Head of Pastoral Support & Head of Centre
Department:	Pastoral Support
Salary Grade:	Grade C

JOB ROLE

Main Purpose of the Job

- Support the college in making the learners feel safe around the college and the local transport hubs
- Interact with and support our community in recognising the value of college and it's positive impact on the town
- Engage with learners and members of the public in a positive proactive manner
- Work within a large team for people to deliver outstanding pastoral support for all our learners
- Support curriculum teams in delivering programmes of study that meet individual needs of learners
- Attend meetings that are internal and external to college in order to ensure we are meeting the expectations placed on the college.
- Work closely with other staff in the college to identify concerns and work towards a positive outcome
- Record the evidence for the work done to ensure it meets the demands of the college and offers a positive inclusive approach.
- Promote the ethos of inclusion across all curriculum areas and course levels
- Promote well-being and safety across the college

KEY DUTIES

No	Description of Duties
1	To support the ethos of a safe college where learners are successful, this is done through a number of activities, which will include but is not limited to: <ul style="list-style-type: none"> • Ensuring a visible presence around the local community and between college sites • Being a welcome and friendly face during unstructured times • Encouraging learners to engage with their individual timetable • Ensuring communication between the college and our stakeholders. • Ensuring efficient communication and feedback of concerns takes place • Promoting the areas aim to increase retention and success by removing barriers to learning
2	Attend team meetings as appropriate to provide feedback on student interaction and assist the college with the implementation of support plans

3	Working closely with our security team to provide a safe environment in the vicinity and surrounding area.
4	Work closely with learning support teams to ensure learners have every opportunity to be successful
5	Regularly patrol outside of the college between our sites and the main transport hubs
6	Interact with learners and the community to ensure we promote a safety-first approach
7	Maintain a high level of awareness of individual needs of learners, including multi-cultural, social and behavioural needs, and preferred learning style
8	Report concerns to appropriate teams inside and outside of the college
9	Undertake training essential for the role.
10	Use information Learning Technology (ILT) in the development and function of the role.
11	Work with other members of the team to ensure all the workload is covered.
12	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual.
13	Carry out general duties in accordance with general policy framework of the college.
14	Ensure effective communication takes place with management, staff, students, customers and clients
15	Report on the effectiveness of the role and the impact of the work undertaken
16	Ensure a high level of confidentiality at all times
17	Support fully at all times the College's aims and objectives.
18	Ensure compliance with corporate standards and policies

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: **Behaviour Warden (College Ambassador)**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	Qualifications		
1.1	Hold a relevant qualification relating to supporting education in a post 16 environment		✓
1.2	Hold a minimum of a Level 3 subject qualification	✓	
1.3	Must have at least GCSE in English and Maths to grade C or above, or a recognised equivalent qualification (FS L2), and current skill levels at L2 in Literacy, Language and Numeracy	✓	
2.	Experience		
2.1	Experience in supporting learners, across a range of vocational programmes	✓	
2.2	Demonstrate understanding of the wide range of needs students have in an FE setting	✓	
2.3	Understanding of how to promote positive behaviour and attitudes	✓	
2.4	Demonstrate clear understanding of positive community working in relation to post 16 education	✓	
2.5	Demonstrate experience of fostering good working relationships with stakeholders	✓	
3.	Skills/Abilities		
3.1	Be able to work as part of a team and with individuals	✓	
3.2	Be able to present information to professionals in meetings and at open events	✓	
3.3	Good organisational and administrative skills	✓	
3.4	Ability to work under pressure and meet deadlines	✓	
3.5	Ability to communicate with learners and our neighbours in a positive manner	✓	
4.	Qualities		
4.1	Confident approach to speaking to learners on an individual basis or in a group	✓	
4.2	A sound approach to recording interactions and the ability to be a good witness	✓	
4.3	Willingness to work within a team to implement strategic policy	✓	
4.4	Genuine understanding of a commitment to Equal Opportunities in practice	✓	
4.5	Prepared to actively participate in new developments	✓	