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| **Post title** | Outreach HUB Assistant |
| **Responsible to** | Schools HUB Manager |
| **Salary** | Point 7 to 9 Grade C£17,359 - £18,168 pro rata- Term Time Only – up to 40 weeks per year |
| **Job purpose** | Working closely with the Schools HUB Manager, the post holder will maintain partnership working with schools, supporting the programme of activity delivered each academic year. The postholder will distribute quality information, advice and guidance. |
| **Hours** | The actual distribution of working hours will need to be flexible to reflect the varying needs of the College. Time off in lieu is provided for these instances. |
| **Location** | Ability to work at any college site. |

**Main duties and responsibilities**

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| 1 | Support the development, implementation and delivery of the College’s outreach provision. |
| 2 | Assist in maintaining and developing effective partnerships with schools. |
| 3 | Provide a full customer service provision to meet demands of outreach activities. |
| 4 | Organise the College’s work related learning day for schools. |
| 5 | Support the Outreach HUB with schools work experience activities at College. |
| 6 | Assist with the pastoral care of school-based activities at College, such as attendance checking, safeguarding and communicating with relevant parties. |
| 7 | Support and promote Learner Services at College events with staff and students, including information events, taster days, interview nights, Graduation and InfoFest events and visits. |
| 8 | Proactively promote Learner Services at College events with staff and students, such as: information events, taster days, advice and guidance sessions, and InfoFest. | |
| 9 | Promote equality and diversity, and the PREVENT agenda amongst students and potential applicants. | |
| 10 | Take a pro-active approach with students regarding safeguarding issues. | |
| 11 | Participate in the College staff appraisal scheme. | |
| 12 | Undertake any other duties as may be reasonably required by the Schools HUB Manager to meet the demand of service provision in the partnerships cluster. | |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Education, Qualifications**  **and Training** | * A GCSE equivalent in Maths and English * A level 2 qualification in ICT or proven IT skills | * Customer services/business administration L3 |
| **Experience** | * Experience of customer facing roles * Experience of working with members of the public * Experience of working in a team | * Experience in dealing with school students * Experience in dealing with 16-18 year olds as well as 19 + |
| **Particular Skills and Abilities** | * Ability to establish rapport with a wide range and variety of people, staff and students * Excellent organisational skills * A flexible approach to working hours. * An ability to multi-task | * Ability to analyse and evaluate service provision and report findings |
| **Motivation and Personality** | * Confidence in dealing with people * Sensitivity and awareness of people’s needs * Resilience * Patience/tolerance * Rapport with school and college age groups as well as 19+ | * Sense of humour |
| **Circumstances and Health** | * Full, clean driving licence * Usual medical and criminal clearances |  |

**Under DBS Legislation and Guidelines this is a Regulated Activity**

**Data Protection**

You are required to meet the specifications of the College’s Data Protection Policy and the principles of the General Data Protection Regulation as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

**Equality and Diversity**

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

There is a duty not to discriminate against staff, students, parents, guardians or potential students by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.  On appointment staff are expected to be committed to and include equality and diversity principles at work.

**Childcare Facilities**

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7552.

It is registered at present for 29 children in the early years age range. The baby room caters for 9 babies.

**Information Technology**

The College has around 2500 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

Electronic communication between students and staff must only be via College network accounts (not personal email accounts).

**Health and Safety**

The College and its employers have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the College’s Health and Safety Policy.

**Smoking**

Halesowen College is a designated smoke-free environment within the parameter of all College property with the exception of “smoking shelters”. This rule applies equally to staff, Governors and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Disclosure and Barring Service Check**

All staff must undergo an Enhanced DBS Check and cannot commence employment until satisfactory clearance is received. All staff should attend relevant training on safeguarding children. Halesowen College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment interview will explore an applicant’s suitability to work with children/young people.

*Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.*

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