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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Residential Experience Officer

**Department:** Student Support

**Hours:** 37 ½ hours per week (40 weeks per year). Weekend and evening working may be required when business needs demand.

**Responsible to:** Residential Coordinator

**Salary / Scale:** Business Support Band 6 (£17,701.44 - £18,604.04 per annum, pro rata to £20,455.00 – £21,498.00 per annum for a full time equivalent post)

**Date of Issue:** June, 2020

**Organisation Chart:**

Student Support Manager

Residential Coordinator

Residential Experience Officer

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**1.0 Aims and Purpose of the Post**

1.1 Promote a sense of community within college accommodation through social and educational programmes and individual services, to ensure that students have the opportunity to succeed in their studies, fully participate in extracurricular activities, and develop resilience, physical and mental health

1.2 The support and supervision of students. To facilitate the development of those standards of welfare and discipline associated with a ‘caring’ community including the active promotion of equality, diversity and inclusion and the encouragement of an atmosphere and climate of respect.

1.3 The monitoring of the condition of and care for student residential, sporting and social accommodation.

**2.0 Specific Responsibilities**

2.1 Provide on-call support for duty wardens and work as part of the warden rota where necessary.

2.2 To uphold the requirements laid out in the Student Code of Conduct and contribute to the conduct and performance process where required.

2.3 To ensure that college accommodation policies are implemented and are made available to learners, parents and staff.

2.4 To assist the Residential Coordinator with the development of an induction programme for students which covers all aspects of the residential experience, including relevant health & safety procedures, Code of Conduct and Residential Regulations, with particular emphasis on helping new students to integrate into the College community.

2.5 To stimulate, plan, encourage and supervise social, sporting, volunteering and other leisure or community based activities at the College and off site to encourage the involvement of all residential students in college life.

2.6 To be on duty at all major social activities to support behaviour and encourage inclusivity.

2.7 To ensure that the dignity and rights of individuals are protected and represented at all times engender a culture of respect and to protect residents from bullying and other forms of intimidation and abuse.

2.8 To ensure that under-age drinking, substance abuse and possession of obscene material are countered and any other forms of anti-social behaviour are dealt with effectively.

2.9 To provide a pastoral care and independent listening service to all College students on matters of personal welfare and to refer to other members of the Student Support Team or external agencies where appropriate.

2.10 To maintain acceptable standards of student behaviour, especially outside the normal timetabled day and in particular during the evening and at weekends.

2.11 To inspect student bedrooms and social areas, report damage and dilapidation and ensure that rooms are kept in a tidy state.

2.12 To assist the Student Support Manager and Residential Coordinator with the preparation for Ofsted inspections of residential provision for under 18s.

2.13 To ensure that Fire, and Health and Safety procedures are compiled with at all times.

2.14 To respond to fire alarms in the residencies and to liaise with the Fire Brigade and to oversee the evacuation of the buildings if required.

2.15 To take emergency action as appropriate in the case of breakdown in electrical, water or heating services.

2.16 To attend to visitors to the College outside the normal working day, where it has not been possible to make other provision.

2.17 To ensure that administrative procedures are completed effectively, including those tasks associated with the allocation of residential places.

2.18 To produce reports required by the College Management.

2.19 To liaise with internal teams, external agencies and parents/guardians to identify and support the needs of prospective and current students.

2.20 To attend both day and evening meetings, courses etc considered to be of benefit to the section, the College and to the individual.

2.21 To promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.

2.22 The active promotion of and commitment to best practice in equality, diversity and inclusion.

2.23 To ensure that all learners, customers and clients receive exemplary service and attention at all times.

2.24 To promote and adhere to the College’s Safeguarding Policies & Procedures.

2.25 To promote and adhere to the College’s Health & Safety Policies & Procedures>

2.26 To manage student conduct in accordance with College policies.

2.27 To demonstrate fully and at all times the generic competencies and professional behaviour expected of all staff employed by Moulton College.

2.28 To ensure that all Health and Safety legislation and good working practice is observed, including the completion of and adherence to risk assessments, COSHH assessments and accident reports.

2.29 To attend College Open Days and other Public Events.

2.30 To undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

30 days holiday (inc. bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed:……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification; Residential Experience Officer** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| First Aid At Work Certificate or commitment to undertake this | X |  |
| Recognised qualification in Youth Work or Young People in a Residential Environment |  | X |
| Recognised qualification in Social Care or related field |  | X |
| Driving License | X |  |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role | X |  |
| Fire Marshall |  | X |
| Experience of working with Young Adults within a residential environment |  | X |
| Experience of working in a Further Education/Higher Education culture |  | X |
| Ability to drive a minibus or commitment to undertake training | X |  |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Active listening skills | X |  |
| Outstanding communication skills | X |  |
| Sensitive and caring and ability to maintain discretion and confidentiality | X |  |
| The ability to use own initiative | X |  |
| Ability to relate well to young people, including those from different ethnic and cultural backgrounds | X |  |
| Excellent organisation skills | X |  |
| Confidence and skillset to challenge in appropriate behaviours | X |  |
| Ability to write reports and a communicate with a range of stakeholders | X |  |
| Ability to present information to groups | X |  |
| Commitment to be actively involved in the residential programme and promote the activities and provision positively | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.