##### South Staffordshire College

##### Corporate Style Business Support Job Description

**JOB TITLE:** College IAG Advisor

**PAY POINT:** Band 3 - Points 12-15

**CONDITIONS OF SERVICE:** Business Support

**RESPONSIBLE TO:** Personal Development and Safeguarding Manager

**LINE MANAGEMENT:** None

**JOB PROFILE**

*Regardless of a specific job title and role, for all employees at this College their primary role is:*

*‘To Help Learners Succeed’*

The College IAG Coordinator will work with their Line Manager to ensure that the South Staffordshire College is recognised for excellence in all that it does. The post holder will make a major contribution to the delivery of its agreed purpose and underpinning values, these being:

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

**Scope of Responsibilities**

The primary purpose of the College IAG staff member is to support the College IAG Coordinator in ensuring that learners and staff receive high quality College Education, Information, Advice and Guidance that will allow a learner to successfully navigate their time prior to college, through college, and on to a positive destination.

**Specific Responsibilities**

* To continue to be professionally up to date with all quality information, advice and guidance and ensure that this is shared and adopted across the staffing community as appropriate
* To ensure that the college promotes information, advice and guidance that correctly supports learners with accuracy and reliability
* To support the College IAG Coordinator in ensuring that staff are assisted with training opportunities in order that IAG is integral throughout the learner journey
* Contribute toward the production of statistical information as requested to support in the completion of the SAR and QIP processes
* Ensuring sharing of knowledge between campuses and local teams
* To play an active part in the enrolment process ensuring that correct IAG is given to customers
* To play an active part in monitoring the quality of IAG during the interview process
* To work closely with and support those staff responsible for the delivery of IAG to learners in the schools sector
* To support with the UCAS process and careers IAG within college, linking in with Entrust and local school careers advisors as required
* To support attendance at local careers events by liaising with Schools IAG staff
* To contribute as required towards case conferences/reviews e.g. within the Student Disciplinary procedure or other multi-agency working partnerships to ensure representation
* Carry out such other duties as may be reasonably required from time to time.

**General Organisational Responsibilities**

For all posts at the College there is a corporate objective of ensuring post holders have an understanding of organisational priorities and the nature of the College in relation to its business.

All support staff and academic staff contribute to the success of the organisation and as such post holders will be provided with information about the College from their induction as a new employee and during their period of employment through issue of staff newsletters, information on the intranet and from the internal communications that exist.

The following is an indication of the corporate areas and activities the College would like all postholders to have an awareness of and understanding. Some activities will be more specifically relevant to some roles than others.

**Purpose**

* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses, whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

**1** **Key Awareness in relation to:**

**Governance and Management**

* To be aware of the strategic planning processes within the College set by the Board.

**Academic and Business Development**

* To be aware of the academic and vocational provision and business development of the College.
* To be aware of the development of “e-learning” to facilitate new methods of teaching and learning.
* To support be aware of the development of student support processes and procedures that ensure that all learners have effective tutorial support, ensure their additional support needs are met and have access to appropriate enrichment activities.

**Quality Management**

* To be aware of corporate strategies, systems, policies and procedures.

**Human Resource**

* To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

**Physical and Financial Resource Management**

* To be aware of the development of the Financial Memorandum and the College’s Financial Regulations and Procedures.
* To be aware of the development of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners.
* To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
* To support the College in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**2 External Links and Partnerships**

* To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To be able to support the College in its commitment to develop a dynamic, innovative and entrepreneurial culture.

**Marketing and Recruitment of Students**

* Contribute and support the College’s marketing activities which is to achieve recruitment targets.
* Support the College in its enrolment process.

**3 Support for Students**

To be aware of the range services available for supporting learners’ financial, personal and emotional needs, and lines of referral.

To be aware of the additional learning support provision available to support individual learners’ needs and lines of referral.

**4** **Sustainable Development**

South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community. Details of policy, information and the staff development supporting the policy on environmental sustainability will be promoted through the website and various College communication channels

**5 College Safety**

As part of your role and a condition of your employment, your Manager may require you to undertake responsibilities of a Nominated First Aid Officer and, or Fire Marshall Duties, including how to operate Evac Chairs. Appropriate training will be provided as part of your CPD programme to support your specific duties.

**6 Other Duties**

* To support where appropriate the preparation for and during the inspection period.
* To undertake such other duties as your Line Manager may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College*.*

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at June 2017 and is representative of the range of specific duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications | * Level 2 literacy & Numeracy * Level 4 qualification or significant related experience |  |
| Experience | * Experience of working with “at risk” young people or vulnerable adults. * Experience of formally assessing support needs of learners/clients. * Experience of action planning for and with learners/clients on an individual basis and evaluating progress. * Experience of giving IAG around careers and progression * Experience of working on transition * Experience of contributing towards concise and informative reports |  |
| Knowledge | * Awareness of FE college SAR and QIP processes * Awareness of aspects of preparation required for inspection |  |
| Personal Attributes | * Excellent communication, organisational, motivational and interpersonal skills * Flexible and responsive * Ability to work in a team * Personal warmth, openness and sensitivity * Highly motivated to personal and team achievement and able to work on their own initiative * Company loyalty * Innovative and creative |  |
| Skills | * Ability to solve problems, meet targets/deadlines and manage a range of activities concurrently. * Ability to plan and priorities caseloads and work flexibly when required. * Ability to use logic and information to achieve goals. * Able to prioritise work to ensure achievement of targets. * Ability to compile reports and data analysis using the college MIS |  |
| Safeguarding | * DBS clearance (upon offer) * Motivation to work in an environment with children and young people. * Ability to form personal boundaries in an environment with young people and vulnerable adults. * To be sensitive, and to apply yourself appropriately, in an education environment. |  |