

JOB DESCRIPTION

JOB TITLE:	Talent Lab Officer
REPORTING TO:	Vice Principal, Student Services and Recruitment
SALARY:	Grade: Scale 4 21,351 - £23,336 pro rata (£18,426 - £20,139 actual salary per annum) inclusive of Outer London Weighting
HOURS:	Part time – 21 hours 40 minutes per week Monday – Friday 09:00 – 13:20
CONTRACT:	Term time only (45 weeks per year) Fixed term until 8 July 2020

Purpose of the Role

- To develop, promote and deliver a range of events, clubs, guest speakers and other initiatives to ensure students have access to a wide range of interesting options each day.

Key Responsibilities:

- To co-ordinate and be present for students during Entry Periods. Entry Periods are the way that we ensure an effective 'start of the day' for all students. This role will involve supporting the 'set-up' of an Entry Period activity each day, and the promotion of Talent Lab activities, for students to engage with on their way to their first lesson.
- To plan, carry out the administration for, and deliver a set of Talent Lab activities. Talent Lab is our way to support students to work hard, engage in positive activities outside their class and enjoy the Monoux Sixth Form experience. This role will include developing, promoting and delivering a range of events, clubs, guest speakers and other initiatives to ensure students have access to a wide range of interesting options.
- To support the attendance monitoring processes. Attendance is key to student success, and between 30-45 minutes each day will include supporting the attendance team to call students (and parents) who have missed their lessons that morning.
- To work in partnership with Curriculum areas in the delivery of Entry Periods and Talent Lab activities. This might include, for example, supporting groups of students in specific subjects to engage in a Talent Lab activity linked to their learning in class.
- To support the management of the 'Zone' – an area for students in the college where they can work, take part in enrichment activities or listen to guest speakers. This role will include an active role in the delivery of our 'assemblies' – which cover a variety of PSHE related topics over the year.

- To pro-actively develop effective links with external stakeholders and the local community in the delivery of community activities, guest speakers and events.
- To carry out other administrative tasks, as required.

General Responsibilities

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Undertake and/or support the delivery of training or development as required by the College.
- Willingness to engage in a variety of student-facing activities as required.
- The post holder will be expected to be available to work outside of their normal hours from time to time, to support key activities during the academic year e.g. College open days and enrolment. Advance notice would be given and appropriate time off in lieu would be negotiated.
- Carry out such other duties commensurate with the general responsibilities of the post which may be required from time to time.

PERSON SPECIFICATION

Talent Lab Officer

	Essential/ Desirable
Qualifications	
Educated to Level 3 or above	E
Degree level or equivalent Youth or Community work training	D
Experience	
Experience of successfully building and delivering a programme of activity for young people.	E
Extensive experience of working with the community and building long-term productive relationships.	E
Experience of working to and meeting targets.	E
Experience of setting up and maintaining records and tracking systems	E
Experience of setting up and running activities and events such as visits seminars or volunteering programmes	E
Public speaking or delivering workshops/lessons	E
Skills & Abilities	
Ability to engage with a range of people at all levels and across all sectors.	E
Ability to persuade young people to make positive choices	E
Credible and highly effective presentation and interpersonal skills.	E
Excellent customer service skills	E
Knowledge and Understanding	
Knowledge of health and safety risk assessments and safeguarding issues in relation to enrichment activities	E
Use of Microsoft Office applications	E
An understanding of the post 16 education sector	D
Personal Attributes	
Ability to influence others to engage with the college.	E
Ability and initiative to find successful solutions to problems.	E
Energetic, engaging & enthusiastic	E