



Male Residential Officer (not a live in position)

Monday to Thursday (5pm – 11.30pm)

26 hours per week

Term Time Only (38 weeks per year)

£12,280 per annum (Full Time Equivalent: £20,467)

Permanent

St Albans Campus

“Oaklands College, is a vibrant, inclusive and progressive Further Education College, with a commitment to student success provided through the best possible learning environment and student experience”

Do you want to positively impact the student experience of those living on site in a unique setting in the heart of St Albans? If so we have an exciting opportunity to be part of our team of staff who support our residential students that are members of many different sporting academies including football, basketball, netball, athletics and rugby.

The focus of the residential team is to achieve an outstanding residential and pastoral service for our residential students. Please note that the successful candidate is not required to live on site.

Your main responsibility will be to ensure the wellbeing and safety of our residential students. You will engage them in a range of welfare and enrichment activities promoting healthy lifestyle and wellbeing. You will work within the care standards for under 18 students living away from home and monitor at risk students as required.

The ideal candidate will hold a relevant L3 qualification in youth work, care work or sport related field and have experience of working with 16-19 year olds. You will also have experience in providing enrichment activities and workshops, particularly for 16-19 year olds and have a professional knowledge of safeguarding and student welfare requirements. It is essential that you have the ability to work with large and diverse student groups, including maintaining appropriate student behaviour.

Closing Date: Wednesday 18th October at 23:59

Interview Date: TBC

OAKLANDS COLLEGE JOB DESCRIPTION

CAREER FRAMEWORK	Student experience
JOB TITLE	Residential Officer
LEVEL	£20,467 - £21,709 per annum (prorate for TTO)
HOURS	<p>Week day evenings (Monday – Thursday) from 5pm to 11.30pm to include supervision at evening meal, enrichment activities and evening checks between 9.30-11pm.</p> <p>Average of 26 hours per week</p> <p>Term time only (34) weeks plus 4 weeks (38 weeks total) Holiday allowance to be taken outside of term time</p>
REPORTING TO	Head of Residential

SUMMARY OF POST:

To support and develop residential students to ensure welfare and pastoral support is provided and monitored against care standards for all students in accommodation. To provide student supervision, enrichment activities and evening checks over week day evenings as required.

KEY RESPONSIBILITIES

- To provide evening residential support Monday to Thursday 5-11.30pm term time only
- To monitor and personally check all students in accommodation at curfew times and other times as instructed
- To record and report all incidents via the College online systems and by email
- To monitor and ensure health and safety and fire safety is maintained and any issues are reported
- To attend required staff training and development opportunities
- To support the students in the development of their appropriate and respectful behaviours
- Liaise with parents / carers as required to promote communication and knowledge about the student experience
- Contribute to the SAR and QIP process and prepare for any Ofsted Inspections as required
- Implement & monitor residential protocols with regard to the numbers of students (emergency & crisis plan, key management protocol, behaviour management and interventions etc.) in collaboration with the Residential Manager
- Monitor and update online individual learning plans for a cohort of residential students acting as their link warden and liaising with curriculum staff to ensure actions are in place to support the residential students as required
- To support students to develop and live together whilst abiding by Oaklands College rules and helping to develop a safe community
- To contribute to and deliver an agreed enrichment programme during week day evenings

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record

RECRUITMENT short listing criteria

- Level 3 qualification relevant to the role

- Substantial experience of providing enrichment activities working with a diverse range of young people particularly those in the 16-19 age range
- Experience of delivering workshops and organising activities
- Ability to drive a minibus (or undertake the required training)

ESTABLISHED

- Completed in house training relevant to the role
- Completed probationary period satisfactorily
- Completed Induction Programme and Modules
- Emergency First Aid Qualification
- Ability to drive a mini bus

EXPERIENCED AND QUALIFIED

- Two years' experience in job role
- Evidence of delivering student enrichment activities with positive feedback from students
- Demonstrate student success through job role
- Training or qualifications on residential related topics (eg. national care standards)

DEVELOPEMENT To demonstrate College Values and Behaviours

PERSON SPECIFICATION To be assessed at Interview

PERSONAL ATTRIBUTES

- Organised approach to work, able to work on own initiative and to administer own workload.
- Ability to evaluate and reflect on own performance
- Ability to form balanced judgements about student problems and support needs
- High level of personal integrity and confidentiality
- Ability to work flexibly to meet the needs of the business
- Ability to stay calm under pressure
- Ability to work in a professional, impartial and non-judgemental way
- Excellent customer service skills and a genuine interest in working with and helping customers
- An awareness of cultural diversity

SKILLS AND EXPERIENCE

- Experience of developing and delivering a range of activities for students of all ages and abilities
- Sound knowledge of agencies that work with young people and understanding of the need to make referrals
- Demonstrate ability to organise and deliver key events for students
- Effective verbal and written communication skills
- Skills and abilities to work with relevant internal and external services/agencies
- Good administrative, organisational and presentational skills
- Good IT skills and experience of using database recording systems
- Student-centred approach and good organisational and time management skills
- Experience of working effectively with client groups including maintaining appropriate discipline and behaviour

Date approved

June 2017

Date reviewed

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.