RUNSHAW
COLLEGE

STUDENT SERVICES AT RUNSHAW COLLEGE

APPOINTMENT OF ENRICHMENT INSTRUCTOR - Ref: 171238

Student Services is an integral part of the College's excellent support for both 16-19 and adult students. In the last Ofsted Inspection in 2005, Support for Students was classed as outstanding.

There is a Student Services Centre on both our sites, each offering the full range of our services. Our team currently comprises 23 staff, some of whom are full time and some of whom are part time.

The Head of Student Services and the Student Services team work with colleagues across the college and with external bodies to provide effective support for students on all programmes from pre-entry to HE.

The Student Services team offer wide-ranging and impartial information, advice and guidance on:

- Careers Education and Guidance
- HE guidance and support to the HE application process, using the UCAS on line Application System
- Enrichment
- Experience of Work
- Finance and Welfare
- Counselling
- Chaplaincy for those of all faiths and none
- Safeguarding & Well Being
- Student Communications
- Support to the Student Council
- Student information
- Volunteering

Student Services staff also provide support to colleagues across the college in terms of enrolment, induction, and ongoing support etc.

The Student Services team are closely involved with quality systems, self-assessment and development planning. We currently hold Matrix accreditation for our Guidance work and BACP accreditation for our Counselling Service.

We also receive funding via Sports England to encourage students who would not normally engage in physical activity to become more active

We are grateful for your interest in the College and hope that having read this information, you will be encouraged to apply.

We very much look forward to receiving your application.

Janet Hodgson
Head of Student Support
Hodgson.j@runshaw.ac.uk

JKH/Nov 2017

JOB DESCRIPTION

JOB TITLE: Enrichment Instructor – ref 171238

UPDATED: November 2017

RESPONSIBLE TO: Head of Student Services

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the Appraisal Process.

KEY DUTIES

ROLE SPECIFIC
• Work mainly at our Langdale Road campus but also at Euxton Lane and off site on occasions, delivering a wide range of enrichment activities in partnership with other members of the enrichment team, to 16-19 students of all levels and abilities
• In partnership with other members of the team be responsible for devising an innovative programme of activities including recreational sport, the Duke of Edinburgh Award, team building, work related specific skills e.g. first aid, themed events and fun activities, which will help students to bond whilst developing specific skills
• In partnership with other members of the team offer advice, guidance and support to groups of students and help them identify the areas of learning and future development needs
• Input data into any IT systems the service uses, guaranteeing accuracy and comprehensiveness
• Attend meetings and training which are essential as part of your role within Student Services
QUALITY
• Be actively involved in the College's continuous improvement culture
LIAISON
• Liaise with staff, students, parents and external partners as appropriate
COLLEGE RESPONSIBILITIES
• Participate in Appraisal and professional development activities as required
• Value diversity and promote equal opportunities
• Work within health and safety guidelines and be aware of your responsibilities for health and safety
• Adhere to College policies and procedures, including data protection
• Share in the corporate responsibilities for the wellbeing and discipline of all students according to college guidelines
• Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults

PERSON SPECIFICATION

SUPPORT

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A* - C or equivalent	**E**	Application form
Educational qualifications to a minimum of Level 3 e.g. A levels or Vocational	**E**	Application form
Minimum IT level 1 qualification or willingness to work towards this	**E**	Application form/Interview
A willingness to undertake appropriate Continuous Professional Learning	**E**	Application form
Sports coaching qualifications e.g. football, badminton, archery	**E**	Application form
Outdoor activity qualifications	**D**	Application form
Duke of Edinburgh Award assessor	**D**	Application form
Supporting Student Qualification	**D**	Application Form
Qualification related to the teaching/support of basic skills/education based qualification such as the PTTLS, PGCE or similar	**D**	Application Form
First Aid qualification	**D**	Application Form
TRAINING, EXPERIENCE AND KNOWLEDGE		
Experience of working with young people in a supportive role	**E**	Application form/ Interview
Experience of working within FE supporting students	**D**	Application form/ Interview
Experience of Health & Safety Appraisals and procedures	**D**	Application form/ Interview
Experience of using Word, Outlook, and the Internet in the work environment on a regular basis	**E**	Application form/ Interview

PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	**E**	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	**E**	Interview
Discretion in handling confidential information	**E**	Interview/Assessment exercise
Display energy and enthusiasm	**E**	Interview
Excellent interpersonal and communication skills, with the ability to communicate sensitively with broad range of people, e.g. students, staff within team and the wider college, parents and external agencies	**E**	Interview
Excellent customer care skills and recent relevant experience in a customer orientated role	**E**	Interview
Strong organisational and administrative skills	**E**	Interview/Assessment exercise
Initiative and the ability to work autonomously	**E**	Interview
A creative and proactive approach to preventing and solving problems	**E**	Interview/Assessment exercise
Awareness of cultural differences and student needs, and tact and sensitivity in dealing with them	**E**	Interview/Assessment exercise
Possess high standards and be conscientious	**E**	Interview
Possess excellent communication skills	**E**	Interview
Be a team player	**E**	Interview
Demonstrate a commitment to the process of continuous review and improvement	**E**	Interview
A willingness to undertake appropriate Continuous Professional Development	**E**	Interview
Suitable to work with children, young people and vulnerable adults	**E**	Interview/ Employment Checks

SUMMARY OF MAIN TERMS AND CONDITIONS
SUPPORT

SALARY	Up to £19.47 per hour dependent upon qualifications and competencies
WORKING HOURS	Variable hours up to 30 hours per week, during term time. Applications from individuals who wishes to work part-time are welcome.
PENSION SCHEME	You are entitled to join the Local Government Pension Scheme. Further details are available at www.yourpensionservice.org.uk
HOLIDAYS	You will receive an additional payment in respect of holiday pay.
SAFEGUARDING	The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.homeoffice.gov.uk/dbs for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12 month probation period.
NOTICE	The appointment can be terminated by 4 weeks' notice on either side (except where statutory periods afford more beneficial terms)
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is midday **Friday 5th January 2018.**

Interviews will be held on Thursday 18th January 2018.

Initially this post is temporary until 4th July 2018.

Approved: Janet Hodgson Date: 29/11/17

JKH/Nov 2017