

## BARNET AND SOUTHGATE COLLEGE

### PROPOSED JOB DESCRIPTION

**JOB TITLE:** Personal Development Advisers

**POST REFERENCE:**

**SALARY:** Scale 6 TTO

**HOURS:**

**LOCATION:** All campuses

**PURPOSE OF POST:**

To support students by offering academic, practical and emotional support and helping them to develop life skills to make positive changes in their lives and succeed.

**RESPONSIBLE TO:**

**Student Voice, Welfare & Enrichment Lead**

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**Main Duties:**

1. Be an active member of the Student Services Team.
2. To provide pastoral support to students through the delivery of 1:1s, small group work, activities and the delivery of life skills workshops.
3. To provide academic support including assignment work, finding resources and referencing.
4. To support students to build emotional resilience, confidence and self-esteem.
5. To assess the needs that young people face such as health, fitness, smoking, drugs, gangs, violence, relationships and bullying and provide support.
6. To establish and build relationships with young people in a 1:1 and group setting, which encourage and enable young people to participate in and benefit from a programme of workshops and activities
7. To support students with their personal, social, cultural and educational development.
8. To develop, deliver and evaluate Student Services workshops in line with College requirements incorporating E&D, English, Maths and TEL.
9. To establish and build relationships with young people.

10. To actively respond to cross college activities relating to student well-being and mental health.
11. To complete registers, feedback and enter information on databases timely and accurately and follow up attendance and punctuality in line with college policies.
12. To monitor and record the impact of workshop delivery thoroughly and timely, producing evaluations of workshop delivery as required.
13. To participate in the Business Support Developmental Observation scheme for group and 1:1 observations to improve your quality of support
14. To challenge unacceptable behaviour in an appropriate manner.
15. Liaise with a wide range of staff and external agencies relating to learners needs, both by taking referrals and by ensuring support is comprehensive, integrated, focused, relevant and timely.
16. To embed Equality of Opportunity and Shared Values in all your work.
17. Provide qualitative and quantitative reports in a timely and appropriate manner to meet Ofsted, Matrix and other inspections.
18. Work in accordance with relevant legal and ethical requirements e.g., keeping Children safe in Education, Working Together to Safeguarding Children, Mental Health Act, NICE guidelines, Equality Act, Health and Safety at Work Act and appropriate codes of professional conduct and practice (e.g. college staff code of conduct etc.)
19. Keep and collate accurate records on all students in accordance with GDPR legislation and ensure college systems are updated timey and accurately to reflect support provided
20. To participate in College wide activities as required e.g. open days, enrolment etc.

#### General duties and responsibilities

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development.
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder.

## Person Specification

### Progression Coach

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
<b>Qualifications</b>	Relevant L3 qualification.	L3 Award in Youth Work	A
	GCSE Maths & English A-C or equivalent.		A
<b>Experience</b>	Proven experience of responding to the issues faced by young people and supporting learners in a similar role.		A/I/T
	Proven experience of working with young people in an informal 1:1 or group setting, advice giving and/or mentoring.		A/I/T
	Experience of problem solving, sign posting and referring for learners.		A/I/T
	Experience of tracking young people/adults and supporting them to achieve positive outcomes.		I
	Experience of managing a case load of students.		I/T
	Proven and successful experience of preparing and delivering group workshops to a diverse range of young people with a range of topics such as smoking, drugs, sexual health, relationships etc.		A/I/T
	Experience of embedding E&D and Shared Values in all aspects of the job.		A/I/T
<b>Knowledge &amp; Skills</b>	Able to build and maintain effective relationships, particularly with young people.		A/I/T
	Ability to form effective team working relationships with internal staff and external agencies.		A
	Ability to establish links with local professionals and organisations providing		A/I/T

<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b> A – Application Form I – Interview T – Activity P - Presentation
	services for resilience and wellbeing.		
	Ability to encourage, challenge and inspire young people to achieve success and become informed and resilient young people.		A/I/T
	Ability to collect and report data in a timely manner to allow qualitative and quantitative analysis of the quality and impact of the service delivered.		A/II
	Ability to work effectively as a member of a team and autonomously as required.		A
	Excellent communication skills and good ICT skills including the use of Social Media.		A/I/T
	An empathetic approach to working with young people as individuals and in groups.		A/I
	Clear understanding of the significance of equality of opportunity		A/I
	To demonstrate an ability to tackle a number of diverse tasks and to be able to prioritise work accordingly whilst working to tight deadlines.		I
<b>Personal Attributes</b>	Committed to own continuous professional development (please give information about your CPD during the past 2 years).		A
	Able to uphold and behave in accordance with College values.		A/I
	A professional and flexible approach to work with a commitment to work across campuses and late nights/Saturdays as required.		A/I
	High level of integrity, discretion and confidentiality.		A/T
	An understanding of limits and boundaries of the role and know when to refer to specialist		A/I/T

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	agencies and professionals.		
	Demonstrate the willingness to travel and work at all College campuses as service requires.		A/I
	Demonstrate the willingness to participate in cross college activities e.g. enrolment, open days as College requires.		A/I
	To have patience, tolerance, resilience and flexibility.		A/I/T
	Ability and willingness to travel and work at all main College campuses, providing cover in the event of staff absence.	Driving license.	A/I

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