

JOB DESCRIPTION

TITLE: Campus Manager

GRADE: Management Spine

RESPONSIBLE TO: Deputy Principal

PURPOSE OF JOB:

- To provide a consistent and effective approach to student behaviour across the campus in line with the NCC student code of conduct and disciplinary policy
- To work with individuals and groups of students to support enrichment activities and develop positive relationships
- To be part of the Safeguarding team

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. Managing Operations:

- 2.1 To be a visible presence around the campus, modelling expected routines and effective behaviour management;
- 2.2 To maintain appropriate standards of behaviour around the campus in accordance with in accordance with College policy to ensure a safe, orderly and purposeful learning environment;
- 2.3 To identify and introduce new and innovative approaches to the promotion of positive behaviours;
- 2.4 To work with staff and students throughout the College to secure sustainable improvements in attitudes and behaviour;
- 2.5 To support students who are returning from managed absences in re-engaging with the classroom and integration into campus;
- 2.6 To develop restorative practices across the College to support behaviour improvement and improve relationships between students and staff;
- 2.7 Plan and deliver group and individual support sessions on topics such as developing positive relationships, anger management, emotional resilience, study support;
- 2.8 Support the Duty Manager scheme across New City College by being part of the Duty Managers Team, supports Duty Managers and managing the campus rota;
- 2.9 To work with individuals and groups of students to support enrichment activities and develop positive relationships;
- 2.10 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students;
- 2.11 To liaise with partner organisations, other programmes and external agencies as appropriate;
- 2.12 To ensure that the College's equal opportunities policies are implemented in the programme and that all aspects of the College's Charter and complaints system are understood and upheld by staff;

3. Managing Finance:

- 3.1 To assist in the management, monitoring and control of the expenditure of a cost centre effectively and efficiently within College and funding body guidelines;
- 3.2 To assist in the planning of staffing requirements in the curriculum area and to manage the appropriate staffing budgets;

3.4 To authorise as appropriate the purchase of necessary apparatus, equipment and materials within the cost centre budget;

3.5 To initiate and participate in schemes to generate funds from external sources and manage where appropriate;

4. Managing People:

4.1 To assist in the recruitment and selection of staff where appropriate;

4.2 To ensure that new staff are given appropriate induction and support;

4.3 To manage individual staff performance through support, management and Observation in accordance with college policy;

4.4 To identify the training and development needs of a group of staff, and to coach staff to achieve their full potential;

4.5 To contribute to the staff development programme for the College;

5. Managing Information:

5.1 To keep up-to-date with national, regional and local developments in Further Education;

5.2 To provide statistical data on exclusions, to log, monitor and analyse data, and report as required

5.3 To ensure the maintenance of accurate student records;

5.4 To evaluate the service provided through performance indicators, in particular to assist Deputy Principal in producing an annual Self-Assessment Report.

6. Person Specification:

6.1 Possession of a degree or appropriate professional qualification;

6.2 Ability to motivate a wide range of students and manage challenging behaviour.

6.3 Safeguarding experience/qualification. (Or willingness to work towards);

6.4 A broad knowledge and understanding of the key national and local issues affecting participation and achievement in post-16 education;

6.5 Able to demonstrate a student-centred approach to learning, personal development, behaviour & attitudes;

6.6 An ability to set and monitor high standards of behaviour, and an understanding of quality principles and practices in Further Education;

6.7 A high level of written and oral communication skills;

- 6.8 Proven organisational skills including an ability to work to deadlines and to use a range of software packages;
- 6.9 An understanding of and commitment to Equality and Diversity and Safeguarding and practical ideas for their implementation in this post.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

Incremental pay progression will be by satisfactory performance review.