

## Job Description:

<b>Job Title</b>	<b>Pastoral Support Officer</b>
<b>Department</b>	<b>Student Services</b>
<b>Grade</b>	<b>Business Support 5</b>
<b>Contract</b>	<b>Permanent, Full time, Term Time Only</b>
<b>Location</b>	<b>East Ham, Stratford and Canning Town</b>

## Our Vision & Values

*“To develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers. “*

### College Values

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- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
  - S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
  - P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
  - I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
  - R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
  - E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

### Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

### Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and Barred List check.

## **Job Purpose**

To assist the Enrichment Manager and Learner Voice and Enrichment Officer with the provision of student focused high-quality enrichment, sport and physical activity programme that engages students in an extra and co-curricular programme which support and enhance the students college experience.

The Pastoral Support Officer will supervise the use of the Student Lounge ensuring students are behaving appropriately and in line with College values. They will ensure students using the Student Lounge are attending lessons in line with their timetable and report any issues or concerns.

They will also help promote learner voice activities and support with events, forums and surveys to ensure all students are given the opportunity to share their views and experiences to help improve the student experience.

They will perform to high standards of professionalism that enforces the safety and confidentiality of student concerns and secures the enrichment offered to students is a beacon of success and excellence in nurturing and facilitating progression of every student to reach their full potential.

## **Key Duties and Responsibilities**

- To work closely with the Enrichment Manager to ensure the Student Lounge is a welcoming, safe and engaging environment that promotes inclusion and fosters good behaviour.
- To ensure students using the Student Lounge are attending lessons and report any concerns regarding behaviour and attitude.
- To be part of the College Safeguarding Team.
- Develop and deliver a broad range of enrichment activities, which are linked to curriculum, employability, equality, diversity, inclusion and help to develop citizenship skills.
- Deliver relevant, contemporary content which enables students to develop a broad range of skills, essential for their own personal and professional development.
- Deliver a range of enrichment activities to include, activity facilitation, session delivery, ensuring all procedures are followed with appropriate paperwork completed.
- To work as an active and enthusiastic member of the enrichment team to increase club membership and participation of students which will help improve student retention.
- To monitor and record the number and range of learners involved in all activities, gather learner feedback and to collect and provide detailed statistics, including producing detailed monthly reports on the impact of activities delivered.
- Ensure resources and published materials are relevant and up to date on the websites, VLE and noticeboards.
- To work across all College campuses and with partners as necessary
- To work with the safeguarding and welfare team to alert them to any safeguarding or welfare concerns raised by the students.
- Work closely with the marketing team to utilise social media as a method of student engagement. Ensuring good news stories and student achievements are recorded and shared.

- Be responsible for completing and updating the administration of sports fixtures, registers and other associated paperwork.
- Contribute to the areas Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
- To participate in both internal and external staff development as appropriate.
- To meet the requirements of the Health & Safety at Work Act 1974 and the College’s Health and Safety Procedure.
- Comply with College Acceptable IT Users Policy in line with ‘Cyber Securities’.
- Support College initiatives and aspirations to achieve Net Zero carbon.
- Carry out any other duties commensurate with the role.

**NB:** The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.

**Person specification:**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 3 qualification or equivalent in sport or youth work	X	
Level 2 gym instructor qualification		X
Accredited First Aid qualification (or willingness to obtain)	X	
Good standard of literacy and numeracy. Grades A-C in English Language and Maths or equivalent	X	
<b>Experience</b>		
A good understanding of enrichment initiatives	X	
Experience of managing challenging behaviour	X	
Experience of delivering individual and group sessions	X	
Experience of representing a brand in an outward facing role	X	
Experience of developing promotional/information materials	X	
Experience in maintaining databases	X	
Experience of successfully working in an educational setting		X
<b>Knowledge &amp; Skills</b>		
Excellent communication and interpersonal skills	X	
Ability to work under pressure and to tight deadlines	X	
Display initiative, be positive and enthusiastic	X	
Ability to work independently	X	
Excellent organisational and administrative skills	X	
Excellent IT skills	X	
Ability to deliver good quality enrichment activities	X	
Willingness to work flexible hours including evening and occasional Saturdays	X	
Demonstrate a commitment to equality, diversity and inclusion	X	
Suitability to work with children, young people and/or vulnerable adults	X	