Luminate
EDUCATION GROUP

Job Description

Group Member:	Leeds City College	
Job Title:	Student Engagement Supervisor	
Reports to:	Deputy Head	
Job Grade	LEG B	**Department** Leeds Sixth Form College

SPECIFIC ROLE RESPONSIBILITIES:

1. Enhance the experience of students in all college spaces by providing a safe and secure environment that supports and encourages positive behaviours, respect for everyone and professional standards towards learning.

2. Create a safe, inclusive and welcoming environment on campus for students and promote positive relationships and communications between all members of the college community.

3. Model and promote positive behaviours and communications, restoratively challenging and supporting students to engage respectfully with each other, with staff and visitors to college.

4. Attend student disciplinary meetings and support with follow up intervention actions.

5. Motivate and engage students to fully participate in their courses and college life including great attendance and punctuality and engage students in department activities which motivate and support their personal development. Ensuring compliance with College rules and policies, submitting incident reports as required to promote a positive professional department culture.

6. Promote a culture of preventative safeguarding and positive wellbeing, responding to sensitive situations including safeguarding, welfare and other pastoral matters providing information and signposting students to relevant support services.

7. Ensure staff and student safety and security is at the forefront at all times and appropriate action taken as and when incidents occur.

8. Be an upstander and uphold the values of the Leeds Sixth Form College Department and be a safe contact for students to engage students in student voice, enrichment, social action and leadership opportunities.

9. Manage the process of creation of individual SMART learning targets linked to learner study programme/course to ensure groups of learners are on track to achieve their potential.

10. Effectively line manage Student Relation Officers (SROs) and direct them in their duties.

11. Lead on the development of a NEET programme that supports the college and department to address the need of the locality.

12. Liaise with external agencies within the city regarding NEET young people.

CORE RESPONSIBILITIES:

1. Take part in initiatives and activities to promote and maximise student attendance, punctuality and engagement with curriculum and enrichment.

2. Engage students in student voice, enrichment, social action and leadership opportunities.

3. Manage student behaviours and attitudes, including attendance, punctuality at key periods throughout the day, working with a range of colleagues in key locations to communicate clear and consistent messages about expected standards of behaviour and conduct.

4. Respond positively to sensitive situations including safeguarding, welfare and other pastoral matters, supporting students and working with others to arrange appropriate support.

5. Have regard to health and safety and safeguarding at all times.

6. Work closely with curriculum teams to develop relationships and ensure clear and consistent messages are being given.

7. Record all student incidents on the Pro Monitor system ensuring departments are aware and follow up is done in a timely manner to address any issues. Linking in with the Police Officer on site if required.

8. Monitor the building and take appropriate action to ensure this space is safe.

9. Lead multiple in year start projects, engaging young people.

10. Any other duties that are specific to the department.

11. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

12. Ability to participate in evening/weekend work as required.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.

- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.

- Use and promote restorative practice approaches.

- Comply with all legislative and regulatory requirements.

- Promote a positive image of the Luminate Education Group and member organisations.

- Any other duties commensurate with the level of the post, which may be required from time to time.

- Embody the Group's Values:

Kindness
Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership
Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment
Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative
Proactively seeking opportunities to create synergies and positive outcomes for all

Passion
Encouraging all to have aspiration and passion in everything they do.

Creative
Always hungry to learn and looking ahead so we can be responsive

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Person Specification

Job Title:	Student Engagement Supervisor

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:
A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. English and maths at level 2 or a willingness to work towards.	A
D	Q2. A level 2 youth work or coaching qualification or willingness to work towards.	A
D	Q3. Level 2 Safeguarding or willingness to work towards.	A

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Experience of working with young people in an education or community setting.	A / I
E	EK2. Experience of motivating and inspiring young people.	A / I / T
E	EK3. Experience of managing inappropriate and risky behaviour in a restorative non-confrontational manner.	A / I / T
D	EK4. Experience of liaising with external agencies.	A / I
E	EK5. Experience of coordinating Safety & Security.	I

D	EK6. Knowledge and experience of promoting wellbeing.	A / I
E	EK7. Experience of supervising/managing staff to ensure high performance	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Excellent interpersonal skills and the ability to build positive relationships.	A / I / T
E	SC2. Ability to engage and enthuse young people.	A / I / T
E	SC3. Able to remain calm and measured when dealing with difficult situations. Be resilient.	A / I / T
E	SC4. Able to work on own initiative and as a member of a team.	A / I / T
E	SC5. Be patient, tolerant and flexible.	A / I / T
E	SC6. Excellent organizational and prioritisation skills, to ensure deadlines are met and progress in achieving results from learners and team members.	A / I
E	SC7. Show respect, tact and sensitivity within the limits of confidentiality and safeguarding.	A / I / T
E	SC8. Effective management skills to ensure high performance from a range of individuals	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I