

Job Description

Job Title:	Student Engagement Officer (ESOL 16-23s)
Location:	North Street
Salary:	LC4
Reports to:	Programme Manager
Staff responsibilities:	N/A
Working hours:	37
Probation period:	6 months
Special conditions of the post:	n/a
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	March 2023

Core responsibilities:

1. Engage students to participate in societies, engagement activities and democratic process to enrich student experience
2. Develop cross college societies ensuring a broad range of opportunities are available for students including equality, diversity and inclusion
3. Create student leadership opportunities and coordinate a programme of activities to develop their skills and experiences

Main duties:

1. Work flexibly to support and promote the 16-23 students in the department of Adult, Community & ESOL (ACE), and other adults where appropriate, working with the Student Engagement team and wider college departments, including outside agencies.
2. Support the WEX process and liaise with the Careers Team to promote engagement and participation

3. Support attendance and punctuality by working with learners to develop transferable employability skills through one-to-one support and mentoring
4. Work with learners to develop PDBA and promote the positive behaviour policy
5. Organise a variety of events and activities to engage students in societies, campaigns and social action.
6. Coordinate and promote the campaigns, events and activities, working with curriculum schools, wider college teams.
7. Develop contacts and relationships with external organisations and stakeholders that add value to the work of the team
8. Increase engagement in student elections and promote student participation in representative forums
9. Develop leadership opportunities both internally and externally and support students to access these.
10. Coordinate a yearly training programme for student leaders to increase their skills and experience
11. Participate in student residentials
12. Prepare information for monitoring and reports
13. Ensure effective communication, including social media, is in place to promote opportunities for students to engage

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice



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

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

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

Job Description	
Compiled By:	Leeds City College
Compilation Date:	March 2023

Person Specification

Job Title:	Student Engagement Officer
Department	ESOL 16-23s

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 is 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
D	Q1. Degree or equivalent relevant professional qualification (such as youth work, project management, social action) or appropriate work related experience	A
E	Q2. English and Maths GCSE (or equivalent) at Grade C	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Working effectively across a large organisation and as a member of a diverse team	A
E	EK2. Current/recent experience of supporting youth leadership and volunteering	A / I
E	EK3. Coordinating and supporting participation in events, activities, opportunities and experiences for young people	A / I
D	EK4. Developing new ideas in a team or organisation	A / I
D	EK5. Experience of working within Student Unions in a paid or voluntary capacity	A

D	EK6. Understanding of issues affecting students and knowledge of the role of student unions, democratic process and elected officers	
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Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Effective communication skills, able to present information clearly and accurately verbally and in writing.	I/T
E	SC2. High levels digital literacy, use of IT applications, software and social media that are relevant to young people	I/T
E	SC3. Understanding of the diversity of the student body and confidence to engage with and motivate students	T
E	SC4. Able to capture student feedback and engage students to shape activities	I
E	SC5. Ability to prioritise and work flexibly to tight and conflicting deadlines	I
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Commitment to the College's support and promotion of Equality and Diversity.	I
E	B2. Committed to child protection and the promotion of a safe environment for children and young people to learn in.	I
E	B3. Ability to work flexibly, including evening and occasional weekend work during term-time.	I