**JOB SPECIFICATION**

|  |
| --- |
| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Residential Support Officer - Nights  Average 37 hrs per week  7 day rota shifts system | Student Support and Welfare |
| **SALARY** | **BENEFITS** |
| £19,337 - £23,317 per annum, relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Residential Support and Experience Manager | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| At the heart of our ethos is to provide an outstanding student experience, in a safe and inclusive environment. You will support the delivery and further development of a high quality, evidence based, professional and pro-active residential support service.  You will be a team member of Residential Support and Experience Team including student wardens that ensures that all residential students have access to and receive appropriate support, have the opportunity to succeed in their studies, develop their personal development and fully participate in the broader student experience.  You will be highly visible in the Residential Village and promote and implement the residential rules and regulations, the student charter and the positive behaviour management process to support positive student behaviour management.  The role includes supporting the personal development provision for all residential students ensuring students fully participate in their studies, develop skills for work and life and have access to a vibrant and educational and residential environment to promote a positive experience.  To provide effective safeguarding and support to all Residential students and encourage students to participate fully in all College activities. To maintain a welcoming, healthy and safe College environment, by promoting a positive high-quality student experience, upholding College regulations and Codes of Practice, maintaining all National Minimum Standards with high quality care as part of the Social Care Common Inspection Framework.  You will provide direct care and support to all residential students, promoting and delivering a range of interventions and activities and provide a focussed support programme for an identified caseload of students and Residential Halls.   * The post holder will work on a rota, predominantly on a four day on four day off shift system. This is a night shift post working from 8.45- 8.45 during term time with amended working and shift pattern during non term time periods. * Average during the year 37 hours per week. * This is in accordance with the rota, agreed with line manager. | |
| **DUTIES** | |
| You will provide a high level of presence within all residential areas enabling students or visitors to make contact for any reason and be responsible for delegated tasks and caseload of students and Halls of residence.  You will take responsibility for residential student support and welfare referring any student who requires specialist support, advice, help or guidance, liaising with all students and their parents or guardians as necessary and ensuring all records are kept on Pro Monitor and any other record management and reporting systems.  You will deliver a tutorial programme, carrying out individual reviews as part of the students’ individual learning plan with an identified caseload of student, monitoring their progress and development, ensuring that the student’s journey is recorded on Pro Monitor and any concerns reported.  You will be responsible for the implementation and regular reviews alongside the team coordinator and manager for individual support plans including health and or care plans, risk assessment including safeguarding risk assessments. | |
| You will maintain discipline and participate as required in disciplinary investigation in accordance with the College Positive Behaviour Management Policy and Student Charter, providing supportive student interventions and liaison with college teams, parents and carers.  You will be expected to maintain contemporaneous records of any interventions, discipline, behaviour, health, safety or other relevant incidents, using the appropriate policies and procedures.  You will deliver a programme of positive activities and to support student personal development and enhance the student experience. This may involve both on and off site activities.    You will find ways to actively seek student voice and engagement to gather views and feedback providing ways to improve provision and experience and enhance student involvement.  You will be aware of the National Minimum Standards & Social care common inspection framework for under 18 students and ensure, as a College, they are adhered to and be part of the continual development of the provision as a result of area self-assessment, student feedback sought where necessary.  You will be a College first aider and supervise and/or react to any medical problems and ensure that students receive necessary first aid in an emergency in accordance with College policy.  You will ensure that under 18 year old students are in their rooms by 23:15 hours and that the under 18 signing out system is upheld and run effectively in accordance with College procedures.  You will be responsible for keys and alarms in relation to the halls of residence and ensure all residential buildings are secure at all times.  You will regularly assist in fire drills and evacuations and other delegated health and safety compliance checking, recording and reporting.  You will commit to your continuing professional development.  You may be asked to / will commit to attending staff meetings or continuing professional development which may be out of your duty hours.  You will actively participate in your regular reviews with the Residential Support and Experience Manager.  You will provide support and supervision as required for Student Wardens when on duty. | |

|  |
| --- |
| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |

|  |
| --- |
| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I)  Residential Support Qualification / Health / social care qualifications at Level 3 or above, or equivalent or willingness to work towards and achieve within the first 2 years of employment.  First Aid certificate or willingness to work towards within the first 6 months of employment. | Youth work qualifications or experience.  Previous health, support or safeguarding work.  Teaching qualifications or experience. |
| ***General Intelligence*** | |
| Good problem solving, able to reach consistent logical decisions (A/I) | Good in debate. Able to convince in a discussion (A/I) |
| ***Special Aptitudes*** | |
| Able to communicate both verbally and in writing (A/I)  Good listener (A/I)  Empathy with people of all ages (A/I)  Empathy with the needs of young people (A/I)  Ability to work under pressure (I) | Coaching, sporting or drama skills |
| ***Interests*** | |
|  | Empathy with education (A/I)  A blend of active and cultural interests (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Residential Support Officer - Nights  Average 37 hrs per week  7 day rota shifts system | Student Support and Welfare |
| **SALARY** | HOURS OF WORK |
| £19,337 - £23,317 per annum,  relating to qualifications and experience | Average 37 hours per week over 7 days  Shift / rota system |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2022)  (based on actual NOT FTE)  Contribution rate %  Up to £15,000 5.5%  £15,001 to £23,600 5.8%  £23,601 to £38,300 6.5%  £38,301 to £48,500 6.8%  £48,501 to £67,900 8.5%  £67,901 to £96,200 9.9%  £96,201 to £113,400 10.5%  £113,401 to £170,100 11.4%  £170,101 or more 12.5%  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

|  |  |
| --- | --- |
| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |