**JOB SPECIFICATION**



|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Residential Support Officer  (**Nights 4 on 4 off, 8.45pm – 8.45am**) | Residential Services |
| **SALARY** | **BENEFITS** |
| £16,960-£20,657 per annum  relating to qualifications and experience | Local Government Pension Scheme |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Residential Support Manager | n/a |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To provide Support to all Residential learners providing a presence throughout the night whilst encouraging students to participate fully in all College activities. To maintain a welcoming, healthy and safe College environment, by upholding College regulations and Codes of Practice.  You will be expected to work 4 nights per week. This is in accordance with the rota, agreed with your line Manager. During vacation periods hours of work will be agreed in advance with your line manager. | |
| **DUTIES** | |
| To work alongside the Residential Support Manager, Residential Support Officers and the Colleges Events Team as and when required. | |
| To provide overnight support and maintain discipline by Providing a degree of presence within all residential areas enabling students or visitors to make contact for any reason  Carry out ILP’s (individual learning plans) within a hall of accommodation, and ensure a student’s journey is recorded. | |
| Keep written records of any discipline, behaviour, health, safety or other relevant incidents, using the appropriate policies and procedures, ensuring all damages caused by students are investigated and following investigation all costs are charged to the appropriate person/s. | |
|  | |

|  |
| --- |
| **DUTIES** |
| To be fully aware of National Minimum Standards for under 18 students and ensure as a College we adhere to them and look to seek improvements where necessary.  Take responsibility for Residential student support & welfare referring any student who requires specialist support, advice, help or guidance, liaising with all students and their parents or guardians as necessary. Ensuring information is provided so records can be put on Pro Monitor.  To supervise and/or react to any medical problems and ensure that students receive necessary first aid in an emergency in accordance with College policy.  To ensure that under 18 year old students are in their rooms at 23:15 hours and ensure the under 18 signing out system is upheld and run effectively in accordance with the current living in Halls document, & throughout the night run regular Roll calls via the Net 2 system & CCTV  To be responsible for keys and alarms in relation to the halls of residence and to ensure all residential buildings are secure at all times, reacting to any overnight phone calls and alarms.  To ensure in advance that there is adequate cover in the event that personal duty periods cannot be worked for whatever reason.  To regularly assist in fire drills and evacuations, fire extinguisher checks, & lighting  Promote the College values:  - Respect for yourself, each other and the environment  - Welcoming, honest and inclusive  - Happy, safe and supportive culture  - Inspiring learners and staff to be the best they can be  - Positive and innovative |
|  |

|  |
| --- |
| **DUTIES** |
|  |
| To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles.  Promote College sustainability policies and strategies by personal commitment and lead by example.  Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.)  To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Maximise effective use of time and personal ability.  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.  Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College.  Be committed 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 support this aim and its implementation pro-actively.  Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role. They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility. |
|  |
|  |
|  |
|  |

|  |
| --- |
| **DUTIES** |
| Ensure all accidents and near misses are recorded and reported following College procedures.  Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies.  Any other duties that may reasonably be required by Line Management and the 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**

(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) |  |
| ***Attainments*** | |
| GCSE English and Maths Grade C or above or willing to undertake within an agreed timescale (A/I) | Youth Community Work Qualifications  Teaching Qualification  Counselling Qualification  Advice and Guidance Qualification |
| ***General Intelligence*** | |
| Good problem solving, able to reach consistent logical decisions (A/I) | Proven experience of conflict management (A/I) |
| ***Special Aptitudes*** | |
| Able to communicate both verbally and in writing (A/I)  Communication and Negotiation Skills (A/I)  Empathy with the needs of young people (A/I) | Coaching, sporting or drama skills |
| ***Interests*** | |
|  | A blend of active and cultural interests (A/I) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication 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 equal opportunities issues within an educational context (A/I) | Previous training in the Prevent agenda, safeguarding and British Values |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I) (renewed annually)  Ability to work flexibly - must be prepared to work at nights and weekends (I) | Current driving licence (A) |

\*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 4 on 4 off, 8.45pm – 8.45am) | Residential Services |
| **SALARY** | HOURS OF WORK |
| £16,960-£20,657 per annum  relating to qualifications and experience | Average of 37 hours per week |
| PENSION | |
| Local Government Pension SchemeUp to £14,100 pa 5.5% Employee£14,101 to £22,000 pa 5.8% Employee£22,001 to £35,700 pa 6.5% Employee£35,701 to £45,200 pa 6.8% Employee£45,201 to £63,100 pa 8.5% Employee£63,101 to £89,400 pa 9.9% Employee£89,401 to £105,200 pa 10.5% Employee£105,201 to £157,800 pa 11.4% Employee£157,801 or more pa 12.5% Employee14.2% 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  Please note that all new employees of the College will be required to pay for their DBS check (at present £40.00 for an enhanced level check).  Should your application be successful the College will process and pay for the DBS check on the employees behalf. The fee will then be deducted from the employee’s first salary.  Please see overleaf regarding DBS Update Service. | |
| **COLLEGE VALUES** | |
| **Promote the College values:**  Respect for yourself, each other and the environment  Welcoming, honest and inclusive  Happy, safe and supportive culture  Inspiring learners and staff to be the best they can be  Positive and innovative  Employees are expected to take responsibility for managing their own health, safety and wellbeing. | |