



Job Description

Job Title	COMMUNITY ENGAGEMENT SUPPORT
Salary Range	Support Scale, Points 22 - 25 £24,932 - £27,207 per annum, pro rata
Programme Area	Community and Adult Learning
Hours per Week	30
Terms of Employment	Permanent Full year Fractional Academic Contract
Annual Leave Entitlement	28* Days pro rata + Bank Holiday entitlement and College Closure Days
Responsible to	Programme Area Manager

*2 days to be taken on identified dates during the Christmas closure period as notified on the College Calendar

Job Purpose:

- To share skills and facilitate learning as part of the College's Adult Learning curriculum
- To engage hard to reach groups and create opportunities for participation.
- To meet the targets, deadlines and administrative responsibility associated with the role.

Please note: The post holder will be required to work flexibly and working patterns may include evening and weekend work dependant on community/workplace need.

Key Tasks / Responsibilities:

1. Facilitate and support small group development sessions in the workplace/community setting or individual one to one time.
2. Plan and deliver a learning programme using a flexible range of strategies and learning styles and taking responsibility for the quality of own teaching.
3. Work with and develop close relationships with the Community team and other external agencies including charities, education establishments and community groups.
4. Set, mark and record students' work in line with the agreed assessment schedule for the course and support learners to prepare effectively for examination (if applicable to the course) including monitoring progress.
5. Accurately maintain class registers, schemes of work, College forms and records and any other administrative work as required, including tracking documentation and examination entries.
6. Work within an agreed curriculum framework and to agreed targets/objectives, keep abreast of curriculum developments and contribute to curriculum development activities.

Community Engagement Support

7. Ensure that all learner records are up to date and meet the required standards. Ensure appropriate and timely use of all required documentation; skills' assessments and monitoring system.
8. Provide impartial advice and guidance to all participants, supporting progression to further education and training and promoting College courses.
9. Participate in course/subject team meetings, course/subject and curriculum development, and course review and evaluation as required.
10. Maintain quality standards on all programmes delivered in the work place and community in line with college policy.
11. Other duties commensurate with the grade of post as required, including Exam Invigilation

College Responsibilities:

- Contribute to the quality improvement process;
- Work within health and safety guidelines and be aware of your responsibilities for health and safety;
- Adhere to College policies and procedures;
- Promote and safeguard the welfare of young persons and vulnerable adults;
- Value diversity and promote equality and diversity;
- Undertake professional development to ensure skills and qualifications are up to date;
- Participate in meetings and events as required.
- Work co-operatively with colleagues and show commitment to the College and its mission;
- Adhere to College Values: **Collaborative; Inclusive; Aspirational**

Disclosure & Barring Service: **This post is subject to an enhanced DBS criminal check.**

Person Specification

Attributes	Essential	Desirable	Measured by
Experience	- Experience in any of the following: - delivering courses in the workplace and classroom environment; - working with young people and/or adults in a training, coaching or mentoring capacity; - work experience in learning support or youth/support work.	Recent work experience in a relevant area	Application form and interview
Qualifications	- Level 3 or equivalent in Numeracy - GCSE Grade 4/C or above in English (or equivalent Level 2)*	- Qualifications in any of the following: - Level 3 Education and Training (or equivalent) - Level 3 Training Assessment and Quality Assurance Award or equivalent - Verifier Award - Coaching & Mentoring Level 3	Application form, assessment* & interview
Skills / Abilities	- Strong supervisory and administrative skills - Organised and good attention to detail - Ability to prioritise and work to tight deadlines - Excellent oral and written communication skills - Excellent IT Skills		Application form and interview
Personal	- Strong interpersonal skills and written communication skills - Innovative and flexible approach - Ability to motivate a team and commitment to the achievement of excellence	Current Full Driving Licence and access to own vehicle (with business use insurance - mileage is claimed)	Application form and interview

*** You will be required to undertake a Literacy and/or Numeracy assessment at, or immediately after interview, if you do not have these qualifications or cannot provide the relevant certificates**



Our Values



Collaborative

Agreed behaviours

- Work together to maximise opportunities
- Build strong and productive relationships
- Support each other to achieve shared goals
- Communicate in an honest and trustworthy manner
- Learn from each other



Inclusive

Agreed behaviours

- Listen and value the views of others, demonstrating mutual respect and empathy
- Create a welcoming, safe and supportive environment
- Promote a sense of community, belonging and pride in place
- Champion equality, diversity and opportunity for all



Aspirational

Agreed behaviours

- Lead by example, role modelling high standards
- Celebrate progress and achievement
- Take responsibility and be accountable
- Embrace new challenges confidently
- Continually strive to improve