

JOB DESCRIPTION

Job Title:	Student Liaison Officer
Responsible to:	Student Welfare Manager
Functional Liaison with:	Student Welfare Team, staff and Students
Main Purpose:	To provide a positive role model to students and promote good behaviours by engaging with students and staff and responding in a professional manner to de-escalate confrontational situations which may occur in the College from time to time.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- 1.1 Mix with students around campus building positive relationships and promoting positive behaviour and interactions
- 1.2 Maintain a positive, visible presence around the College which will include a presence at bus stops at certain times of the day
2. Respond to student confrontations around the campus and use a range of skills to de-escalate confrontational behaviour.
3. Promote positive lifestyle choices and provide information about substance abuse, sexual health and exercise and well-being. This may include classroom based sessions.
4. Safeguard students and staff by checking membership cards and making sure only people who have the right to be on College are on site.

5. Taking all opportunities to be vigilant around campus, in order to maintain the safety and security of students and staff.
6. Build positive relationships with the local community and liaise with key external agencies on a professional basis.
 - 6.1 Establish a good working relationship with the local PCSO and invite into the College on a regular basis.
7. Undertake any other duties as directed by the Principal or by delegated authority.
8. Promoting and educating both staff and students on appropriate conduct, as per policies such as the code of conduct. In addition, reporting appropriate breaches of this in line with safeguarding policy.

Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><u>Qualification:</u></p> <p><u>Knowledge/Skills</u> Excellent communication essential Knowledge of safeguarding essential Understanding of current issues effecting young people in society and a willingness to keep up to date De-escalation and negotiation skills, as well as conflict resolution essential Ability to demonstrate anti-discriminatory and anti-oppressive approaches in your work</p> <p><u>Experience:</u></p> <p>Successful experience of working with vulnerable and challenging student aged 14-19 Successful experience of working with a diverse range of external agencies</p> <p><u>Personal Qualities:</u> A willingness to undergo any further training or development as or when appropriate Enthusiasm and commitment to working with young people. A flexible approach to work Creative and able to use own initiative. Team player</p>	<p><u>Qualification:</u> Level 3 qualification in Youth Support Work</p> <p><u>Knowledge/Skills:</u></p> <p><u>Experience:</u> Possess a good understanding of the current agendas within education relating to young people Successful involvement in developing and delivering projects</p> <p><u>Personal Qualities:</u></p>	<p>I, A,</p> <p>P, A, I</p> <p>A, I,</p> <p>A, I,</p>

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. New appointments to the College are subject to a twelve month probationary period.
2. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
3. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age ,disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.