

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Student Liaison Officer</b>
<b>Directorate:</b>	<b>Student Support Services</b>
<b>Centre:</b>	<b>Safeguarding</b>
<b>Reporting To:</b>	<b>Student Liaison Coordinator</b>
<b>Date JD produced/revised:</b>	<b>July 2022</b>

### **The primary purpose of this job role is to;**

Support CRC's target to set and maintain clear expectations for behaviour and safety across all aspect of the college. Work as part of a central team to support students to exemplify CRC values and behave as responsible, respectful and active citizens.

### **The primary duties, tasks and responsibilities of this job role are to;**

- Be an integral part of the Student Support Services team working with students to empower them to manage and monitor their own behaviour in and around college.
- To encourage and appropriately challenge students in demonstrating the College's Values (#WeAreCRC) and developing and maintaining good practice in regards to punctuality, behaviour and independent study.
- To support in the College's drive of the wearing of ID badges by recording and monitoring non-compliance during morning arrivals and throughout the college day including in student social spaces, food outlets and on college grounds and taking appropriate action, in line with current college policy.
- Support the delivery of student safeguarding sessions following ID badge noncompliance.
- Provide support to the college's Facilities and Estates team in dealing with student behaviour on the contract bus routes including morning arrival and evening departure.
- Liaise closely with curriculum tutors regarding issues relating to student behaviour and conduct.
- Provide advice and support to students directly in relation to behavioural and conduct queries and issues.
- Undertake regular routine student liaison checks of all internal and external areas identifying students who may not be in their timetabled lessons or need support and refer to relevant Student Support Services staff as required.
- To be responsible on a rota basis for the monitoring of the college's CCTV cameras referring incidents that need action in a timely manner to Student Liaison colleagues or other members of college staff as appropriate.
- Responding to incidents identified by CCTV monitoring
- Support the college's enrichment strategy by designing and delivering enrichment sessions that support student personal development, behaviour and attitudes.
- To support the College processes for First Aid by acting and training as a First Aider.

- Work as an integral member of the Student Support Services team supporting other staff as necessary including staffing the main Hub Helpdesk if and when required.
- To maintain and develop own knowledge, skills and experience through formal training, staff development activities and networking.
- To adhere to College equal opportunities policies, procedures and practices
- To take all necessary steps to ensure the welfare of young people and vulnerable adults.

**The resource management responsibilities of this role are;**

Financial: None

People Management: Some

**Special conditions or working arrangements applicable to this role are;**

This post is subject to a successful probationary period of 6 months and a satisfactory Enhanced DBS clearance.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

<b>Terms and Conditions</b>	<b>Details</b>
<b>Salary Scale</b>	APT&C Scale 4-5 (dependant on experience)
<b>Salary: (to be pro rated if part-time)</b>	£16,019.04 - £20,016.97 per annum (actual) £18,776 – £23,462 per annum FTE
<b>Superannuation Scheme:</b>	Local Government Pension Scheme
<b>Number of hours to be worked per week</b>	37 hours per week (up to 7pm some evenings on a rota basis)
<b>Full year or term time only contract</b>	38 weeks
<b>Contract type</b>	Permanent
<b>Location</b>	Cambridge campus

## EMPLOYEE PROFILE

ATTRIBUTES	ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE	ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE	ASSESSMENT METHOD  e.g., application form, interview, tests
<b>Qualifications</b>	Good level of education, including GCSE in English and Maths grade A-C (or equivalent level).	A recognised professional qualification equivalent to at least NVQ Level 4 in social work, youth work, community work, advice and guidance, youth offending or teaching  Relevant and recent safeguarding training.	Application form Certificates
<b>Experience</b>	<p>Previous work or volunteering experience of working with young people in one or more of the following settings:</p> <ul style="list-style-type: none"> <li>• Education and Training</li> <li>• Social Care</li> <li>• Youth Work</li> <li>• Residential or Housing</li> <li>• Social Work</li> <li>• Probation Services</li> </ul> <p>Proven experience working with young people to motivate and empower them to manage and monitor their own behaviour.</p> <p>Experience of signposting young people for enhanced support to both internal and external agencies.</p>	<p>Experience of working in a post 16 educational environment.</p> <p>Experience of safeguarding children and/or vulnerable adults.</p> <p>Delivering First Aid.</p>	Application form Interview
<b>Special Circumstances</b>	<p>Prepared to work flexibly in terms of job tasks and hours.</p> <p>Ability to divide working week between both</p>		Interview

	Cambridge and Huntingdon, if appropriate		
<b>Knowledge, Skills and abilities</b>	<p>The ability to keep comprehensive and confidential records in line with GDPR.</p> <p>Ability to establish rapport and work with young people, who may be vulnerable / disadvantage, with understanding and patience.</p> <p>The ability to motivate, inspire and appropriately challenge young people to achieve / make positive change</p> <p>The ability to communicate clearly and effectively</p> <p>Ability to engage young people in both 1:1 and group settings</p>	<p>Mediation skills</p> <p>A practical understanding of Safeguarding and First Aid terms and legislation</p>	Application form Interview
<b>Disposition and approach</b>	<p>High degree of motivation and drive</p> <p>Student-centred with an ability to understand young people's aspirations and challenges</p> <p>Ability to treat people with respect and empathise with difficulties in non-judgemental and patient way.</p> <p>Ability to work as part of a team</p> <p>To 'think outside of the box' in connecting with individuals, solving problems and offering solutions.</p> <p>Ability to deal with problems and incidents calmly and constructively</p>		Application form Interview

	Commitment to equality & diversity		
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