CANDIDATE PACK



Job Title:
Student Achievement Officer

LONDON SOUTH EAST COLLEGES

Part of Elevare® CIVIC EDUCATION GROUP

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.
Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout -** we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork -** we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful -** we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.



Job Description

Post: Student Achievement Officer

Reports to: Student Achievement Team Leader

Hours: 37 hours

Spine point: 24 - 26

Location:

Context:

Main Purpose:

- Delivering weekly group tutorials that covers a range of safeguarding, pastoral, careers, social action themes as well as study skills to support students achieve and progress.
- Conduct one to one's with students to identify SMART targets, progression opportunities and to support the student to achieve.
- Monitor the implementation of all study programme elements for caseload including career advantage, Gatsby benchmarks, work experience, enrichment and stretch and challenge projects.
- Lead and work with the curriculum teams to implement any attendance and behaviour interventions including working with external agencies and parents/carers.
- Monitoring identified vulnerable cohorts and work with internal and external support teams to remove any barriers and support achievement and progression.
- Act as the first point of reference for students for pastoral support and work with internal and external support teams to support and put in place intervention and support initiatives.

Duties and Responsibilities:

1. Deliver group tutorials that provide students with the information they need to stay safe, progress and prepare for their futures.

2. Manage an average caseload of 15 tutorial groups (minimum 13 groups and maximum 17 groups) with an expected student caseload of 300 students.

3. Support students in setting SMART targets and monitor their progress throughout the academic year.

4. Work with support teams to identify students who require any additional support and intervention.

6. Establish close working relationships with the curriculum teams to identify specific curriculum support and link tutorial delivery to subject.

7. Attend disciplinary and behaviour meetings for students on tutorial caseload.

9. Monitor attendance through the weekly tutorial and work with curriculum teams to implement any interventions required if attendance is below college target.

11. Take an active role in identifying intended destinations for students and provide support to ensure that they have a positive progression at the end of their course.

12. Work closely with the student support teams to ensure that there is holistic practice in providing support and intervention.

13. Work with the curriculum teams to ensure that parents/carers are informed on progress and any concerns arising including attending parents evenings and contributing to progress reviews.

14. Ensure students on caseloads have completed work experience, career advantage, Gatsby careers activities, enrichment activities and stretch and challenge projects by liaising with support and curriculum teams.

15. Identify students at risk of non-achievement with the curriculum teams and work together to support student engagement and identify any additional support initiatives to encourage achievement.

16. Support the curriculum and work experience team in ensuring that students have planned and delivered work experience opportunities.

17. With the curriculum teams ensure that 100% of learners have a thorough and informative induction into college life

18. Identify and signpost students who would benefit from student support and work closely with the safeguarding and wellbeing team in managing any safeguarding concerns.

19. Use college systems to update student records in line with college policy and processes.

20. Deliver all student voice initiatives as identified through the student engagement strategy and through the scheme of learning.

22. Deliver UCAS sessions and support students in writing personal statements with support from the Careers Team.

23. Actively engage with parents/guardians/carers and using college systems to record all interactions.

24. Contribute to equality and diversity initiatives.

25. Track all engagement activity appropriately and ensure feedback and impact is recorded, measured and evaluated.

Person Specification for Student Achievement Tutor

Qualifications

	Essential	Desirable
Minimum of Level 2 literacy and numeracy	✓	
A relevant degree, for example youth work		✓

Knowledge and Experience

	Essential	Desirable
Experience of working with young people	✓	
Experience of delivering group sessions and conducting one to ones	✓	
Understanding of the current challenges that face young people (national and contextual).	✓	
Understanding of safeguarding themes and multi-agency working		✓
Experience in working within FE		✓

Skills and Competencies

	Essential	Desirable
Ability to deliver engaging group work sessions	✓	
Ability to communicate fluently, succinctly, and effectively with a wide range of individuals including students, staff, and external organisations	✓	
Be able to deal with people in a calm and courteous manner	✓	

	Essential	Desirable
The ability to work under pressure and to deadlines both independently and as part of a team	✓	
The ability to work with discretion and maintain confidentiality	✓	
An ability to relate to, and empathise with, students of all ages, backgrounds, and abilities	✓	
A willing, flexible, and adaptable approach to work and a willingness to adopt a flexible work pattern	✓	
An understanding of, and commitment to, the College's Equality and Diversity policies	✓	
A commitment to continuous professional development at both personal and team levels	✓	
Prepared to operate in accordance with the College's Health and Safety Policies	✓	
The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	✓	


LONDON SOUTH
STAFF

How to Apply

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