

Post Title: Learner Worker (Common Room Supervisor)

Responsible to: Student Life Co-Ordinator

Status: Casual

Salary: Minimum Wage

Purpose of the job: To work as directed by Student Services staff in order to increase their personal, social and life skills.

REASEHEATH COLLEGE MISSION

“Industry focussed, Career Ready”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your job role:

Tasks

- To take instruction and deliver basic tasks on behalf of the member of staff.
- Undergo Safeguarding and H&S training in order to perform tasks set.
- Update staff member with progress and any skills gaps.
- Clear communication with member of staff to monitor and review progress.
- Works with staff member to ensure customer service expectations are mentored and monitored.
- Recognise PRIDE values and understands the meaning of Diversity.
- Helps members of the public seeking advice and/or direction.
- Utilises College resources sensibly.
- Assists member of staff in selling social tickets.
- Works as directed to stay with department budget.



- Undergo half termly reviews of progress in role and set personal targets with the Student Life Officer (Daytime).
- Assist with supervision on the common room.
- Help and assist with duties of the Student Association.

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'non-regulated/regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with/without barred list information prior to starting employment.

Person Specification

Post Title: Learner Worker (Common Room Supervisor)

Knowledge, Skills & Experience	(E – Essential, D – Desirable)
Willingness to take instruction	E
Basic numeracy and literacy skills	E
Able to give feedback on progress on tasks	D
Communicates effectively with the wider community and acts as an ambassador for the College	E
Communicates effectively with staff colleagues at all levels and the wider student community	E
Work as directed to maximise effective and efficient use of facilities and resources	E
Works as directed to ensure working within departmental budgetary limits	D