# Job Description Header

#### Department: Student Services

#### Job Title: NEETs Re-Engagement Facilitator

#### Reporting to: Head of Student Services

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| **Direct Reports: NEETs Reengagement Manager** |

1. **Purpose of the Role:**

*The main part of the role is to work alongside colleagues to co-produce and facilitate the Step Forward re-engagement programme. Support with planning, preparation and delivery of the programme.*

**2. Duties and Responsibilities:**

1. Support to plan, prepare and facilitate the Step Forward programme.
2. To support external agencies with the planning, implementation and delivery of the programme.
3. *Provide 1:1 support for students on the course to support with wellbeing and academic content.*
4. Liaise with and support the other agencies delivering the programme and ensure successful completion of the qualification.
5. Promote the programme across the college and network with external agencies and engage with parents/carers.
6. Co-facilitate the transgender student group bi weekly, which is led by the students and run by them

**General Responsibilities:**

(These are mandatory)

1. Drive and participate in the performance management process as appropriate to position.
2. Comply with the College’s Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
3. Carry out operational duties as required and commensurate with the position.
4. Promote and safeguarding the welfare of children and young persons.
5. Use all available resources efficiently and effectively, and in-line with good eco-friendly practices.
6. Attend and contribute to team meetings and in-service training as and when requested.
7. Undertake appropriate personal and professional development activities, and record on the College Continuing Professional Development (CPD) system
8. Manage and minimise risk within all areas of responsibility.

**Note: This job description sets out the main responsibilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities they undertake.**

**Person Specification**

#### Job Title: Student Health and Well-being Facilitator

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| **Qualifications**  |  Essential Please tick  |  **Desirable** Please tick  |
| A-C GCSE in English and Maths or equivalent  |  |  |
| AET, PTTLS level 3 or equivalent |  |  |
| A1 and A2 Assessors Award or equivalent |  |  |
| Qualified to a Level 3 in a related area such as; Health and Social Care, Learner Support, Youth Work or equivalent |  |  |
| **Experience** |  |  |
| Experience of working in an Educational, Social or Care setting |  |  |
| Experience of working in a Safeguarding environment |  |  |
| Experience of working with mental health or related |  |  |
| **Skills and Abilities** |  |  |
| Excellent Communication Skills both written and oral |  |  |
| Ability to work as part of a team |  |  |
| Ability to work under own initiative |  |  |
| Ability to motivate and promote learning in others |  |  |
| Excellent planning and decision making skills |  |  |
| Excellent building relationships skills and a good rapport with peers and young people |  |  |
| Ability to successfully deliver a project through to fruition |  |  |
| Excellent organisational skills |  |  |
| **Personal Qualities** |  |  |
| Ability to work independently under own initiative. |  |  |
| Good team Player |  |  |
| Non-judgemental |  |  |