



## JOB DESCRIPTION

<b>Post:</b>	Youth Intervention Officer
<b>Responsible to:</b>	Director of Operations
<b>Salary:</b>	£20,477 - £22,807 Scale 4 Term time only (38 Weeks) - 37 hours per week
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service.
<b>Main Purpose of Job:</b>	<p>Primarily, to promote the college values and respect with regard to standards of behaviour and conduct in communal and social areas of the College campus.</p> <p>To provide a student engagement service to support the student experience at the college</p> <p>To assist with and help maintain security of the campus during term-time hours and dates.</p> <p>To work with colleagues to promote positive behaviour and attitudes across the College community.</p> <p>To support student safety, health and wellbeing.</p>
<b>Specific Duties:</b>	<p>Working within College Policies on Behaviour, Health and Safety, Safeguarding and Equality and Diversity, duties will include, but not be limited to:</p> <ul style="list-style-type: none"><li>• Supervision of student behaviour in communal, social areas of the College Campus (including corridors and eating outlets) by providing an authoritative and supportive presence in those areas where students congregate socially.</li><li>• Monitoring and supervision of students in the designated smoking areas of the College grounds.</li><li>• Being involved with the initial stages of implementation of the Student Disciplinary Procedure.</li><li>• Collating information and advice to assist other College staff in managing student behaviour and support.</li><li>• Liaison with Programme Team Leaders, Student Services, Personal Tutors, the Premises Team and with regard to students giving cause for concern.</li></ul>



- Work collaboratively with, making referrals into the College's safeguarding team, using the reporting tool.
- To signpost students to additional support if needed.
- Maintain student individual records.
- Attendance monitoring of specific groups and individual students.
- Supporting the Health & Safety Officer in upholding the highest standards of First Aid support for all staff and students.
- Any other duties reasonably required by the College Principal.

**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.



The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION

### Youth Intervention Officer

Ideally, the person appointed will have the following skills and experience:

- Ability to establish firm relationships with and relate well to young adults
- Excellent communication and interpersonal skills, particularly with regard to 16- to 19-year-olds and the ability to remain calm in challenging situations
- Experience of working with young people or in a customer facing environment.
- Drug and substance abuse awareness
- Promotion of healthy choices for all
- Ability to develop and initiate a range of interventions to manage student conduct on campus
- Awareness and passion for Equality, Diversity and Inclusion, working to the values of fairness, respect, equality, diversity, inclusion and engagement.
- A qualification in first aid or willingness to work towards one
- Awareness of essential Health and Safety requirements
- The ability to write and communicate clearly and produce short written statements
- Commitment to achieving high standards of conduct, promoting respect for the premises and other College users
- Motivated and able to initiate and manage own work schedule
- The ability to work in a responsive and flexible manner, independently and as part of a team
- Working knowledge of information communication technology
- Ability to foster effective working relationships with students, parents and carers
- A positive and encouraging outlook with young people; a commitment to empowering them through their successful completion of their course

#### Desirable Qualities

- A qualification in youth work or similar.
- Knowledge of current laws regarding drug and substance use.
- Current First Aid Qualification or the willingness to train for one and act as a College First Responder
- Working knowledge of administration procedures
- Knowledge of safeguarding and peer on peer abuse policy and procedures for young people



The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.