



HIGH
SPEED
RAIL

NATIONAL COLLEGE FOR
HIGH SPEED RAIL

JOB DESCRIPTION

Job title: Learner Engagement Officer

Job title:	Learner Engagement Officer
Salary	£19,000 circa
Location:	Doncaster - Carolina Way, Doncaster
Part-time/job share applications welcomed The location, hours of work and duties could be varied according to the needs of the service. A basic level DBS check will be undertaken	

1. Context

The National College for High Speed Rail is a brand new incorporated FE College that is being established to train the next generation of the rail workforce. Covering the breadth of the rail industry from design to people experience, construction, maintenance and operations, the College will train learners from the age of 18 in Higher Apprenticeships and higher education programmes. Learners who have attended the National College will gain skills that enable UK employers to support the development and running of HS2 and future high speed rail projects at home and around the world.

The college's vision is to pioneer technical excellence, setting new standards for collaboration and diversity in what will be a major growth industry for the UK in future years. We opened to students in September 2017, with two main hub sites in Birmingham and Doncaster and a network of 'spokes' via partner arrangements across the UK.

Being involved at the beginning of this exciting journey, we are able to offer you a unique opportunity to work in a dynamic environment with the College growing and evolving, providing excellent opportunities for career development and the scope to influence the future of the further education sector

2. Job purpose

To ensure that learners are fully engaged in all aspects of College life

3. Reporting relationships

Reports to: Learner Engagement Manager

4. Accountabilities

- To ensure that all learners have a positive learner experience through accurate and timely identification of needs
- Complete ILPs with learners
- Meet with learners individually and regularly to ensure that they are happy, engaged and safe at the College
- Signpost learners to appropriate support, as necessary
- Keep accurate records of all interventions
- To support the Learner Engagement manager with attendance at stakeholder meetings and events
- Support with the delivery of inductions and tutorials
- Support the Learner Engagement manager to plan and deliver volunteering and enrichment activities
- Support the Learner Engagement Manager to ensure that the learner voice strategy is implemented
- Promote college and external activities to learners
- Advocate for learners, when needed
- Represent the College at internal and external events
- Administer ability testing for new apprentices, including BKSB and CognAssist

5. Other

- You are liable to undertake such other duties as may be reasonably be required of you commensurate with your grade at your initial place of work or at any other college site.
- 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.

Person specification

This person specification lists the competencies expected

(E = Essential criteria, D = Desirable criteria)

	Sections		
	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Good knowledge and understanding of the Further Education and Higher Education sectors • Excellent administrative skills • Excellent interpersonal skills • Use of BKSB to assess literacy and numeracy levels • Knowledge of the PREVENT agenda • Ability to use Microsoft packages 	<ul style="list-style-type: none"> • E • E • E • D • D • E
	Experience	<ul style="list-style-type: none"> • Experience of working closely with learners, to identify and address support needs • Experience of motivating learners to participate in college events • Experience of setting SMART targets • Experience of dealing with problems and resolving issues • Understanding of safeguarding and its importance to the College • Understanding of learning support needs 	<ul style="list-style-type: none"> • E • E • E • E • E • E
	Qualifications	<ul style="list-style-type: none"> • Maths and English at level two plus a full level 3 qualification 	<ul style="list-style-type: none"> • E
	Personal attributes	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of all our learners • Innovative and proactive approach to problem solving • Flexible approach • Self-motivated • An understanding of and commitment to equality and diversity. 	<ul style="list-style-type: none"> • E • E • E • E • E

		<ul style="list-style-type: none"> • Willingness to travel occasionally 	<ul style="list-style-type: none"> • E
	Special requirement	<ul style="list-style-type: none"> • Able to travel independently between college sites and other external venues. • Able to work flexibly including on occasion outside of core working hours • NCHSR is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. 	<ul style="list-style-type: none"> • E • E • E