



ABBHEY COLLEGE IN MALVERN

Abbey College in Malvern Ltd.
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Student Experience Coordinator Job Description

Candidate Profile

The successful candidate will enjoy working with international students, be customer orientated and performance driven; been involved in the caring industry and now looking for a challenging role that they can make their own; understand how to motivate and animate teenagers; be enthusiastic and committed with stamina and a positive attitude.

This position is envisaged as being a residential position, with board and lodgings included, but local candidates may be considered so should not be deterred from applying.

Overview of Role

In essence, this role is to ensure an exciting, stimulating, professional and informative environment where students can learn and develop their skills and English language whilst trying new activities in safe and secure surroundings.

Primarily managing the student experience; the area of college life which falls between the time when they are studying in the classroom and the time they go to bed.

This includes:

1. Afternoon, evening and weekend activities
2. Excursions & Half-Term trips
3. Preparation for life after Abbey College

As the Student Experience Coordinator, the candidate will galvanise and improve the student extra-curricular activities within the College. They would focus on management, delivery and execution of regular, well attended sessions, where students can develop skills and confidence. This will include Extra-Curricular Activities, PSHEE, Student Clubs, SMSC, excursions and half term trips; the development and implementation of activities to help students improve their English language outside of the classroom. He/She would also be responsible for the control of student behaviour in the Upper School.

Preparation for life after Abbey College should look to equip students with skills for when they move on, most probably into Higher Education. These skills should include:

1. University advice and awareness (including planned open day visits) **
2. Life skills
3. An enhanced CV
4. Computer skills **

(** Unless the candidate has experience of these areas, it is envisaged that they become part of the role over time)

Main Responsibilities

Student Experience

- Much of the role will involve extra pastoral and academic support for students needing to accelerate their learning of the English language in order to succeed in their academic subjects.
- There will also be short-stay groups throughout the year that need English language lessons, which may involve full-time teaching.
- Assisting in the delivery of induction, orientation and registration programmes for new students
- Facilitate the 'Student Voice' opportunities and chair the student council and food committees
- Establish and monitor the college Prefect system
- Ensure scholarship students volunteer their services to the college in acknowledgement of their award

Extra-Curricular Programme

- Taking ownership of the extra-curricular programme and develop the content to include a range of exciting and engaging activities and excursions during the academic year and short courses
- Participating fully and enthusiastically in the extra-curricular programme
- Assisting in preparing equipment for an activity on the extra-curricular programme.
- Ensuring the students are safe and supervised all times during activities on the extra-curricular programme.
- Being aware of, and follow, health and safety procedures and risk assessments
- Gathering, analysing and responding to student feedback on excursions and activities
- Arrange and book transport for excursions for all courses
- Liaise with the college minibus driver for outings and trips
- Advertising and promoting annual charity and cultural events, inviting in external speakers as required
- Developing and executing a comprehensive university preparation programme
- Reviewing and updating excursion plans and policies
- Maximising student participation in House competitions

Pastoral and Behavioural

- Monitoring attendance, behaviour and the welfare of students and taking appropriate disciplinary action if necessary. (Consulting with the Principal, where necessary).
- Coordinating with the PSHEE teacher to ensure that Physical, Sexual, Health & Economic Education is provided throughout College.
- Coordinating Spiritual Moral Social Cultural activities throughout College.
- Organising & Overseeing a Student Reward System, ensuring the participation of all in it.
- Allocating all students to a Personal Tutor and coordinating Personal Tutor folders. This includes short course students and set appropriate topics for tutors to cover.
- Acting as a Personal Tutor for targeted students
- Working together with the Principal to develop, enhance and manage the Personal Tutor system
- Being an active and caring House Parent
- Work together with the welfare staff to support students and provide basic medical assistance when required

Residential: Duties

If you are a residential member of staff you will be provided with an en-suite room, all meals access to the college laundry, in return for houseparent duties. These duties include;

- Being on duty in the house on specified evenings (being present in your room in a fit and proper state to help students if they have any problems, fire alarm goes off, etc.)
- Responding to any noises in the house after bed check
- Being responsible for enforcing discipline within the house if required
- Providing support and advice for students in your house
- Organising regular events for the members of your house

- Helping wake up students in the morning

General Duties

- Encouraging the students to speak English at every opportunity.
- Attending and helping organise morning assemblies.
- Helping ensure students do not breach the College Rules
- Help ensure students behave so health and safety is promoted within and outside of the College
- To help keep the College tidy and presentable.
- To attend all necessary meetings

Other duties include:

- Participating in/leading regular meetings with teaching and support staff
- Acting as Duty Manager on agreed days
- Playing a role as required in alumni and agent events
- Representing the College at appropriate events and meetings
- To actively participate in the College CPD programme, which includes observations, peer observations, regular workshops and an annual appraisal
- Any other duties required from time to time by the Senior Management

Working Hours

As a general rule, the working day is split into three sessions (08:30 – 13:30, 13:15 – 19:00, 18:30 – 23:00), the Student Experience coordinator will be expected to work two of these sessions per day. You will work one week of 6 days followed by one week of 5 days (alternating). The workload varies at different times of year so flexibility is required.

You will also be the Duty Manager one or two evenings per week.

During Summer School you will be expected to take a leading role in the successful operation. This would probably involve a management position and will be a six-day working week.

Qualifications and Experience

Essential requirements:

- Candidates should have experience of working with teenagers and young adults
- Ability to demonstrate good time-management, problem solving capabilities and organisational skills
- Be flexible and able to keep calm under considerable pressure
- Demonstrate cross cultural awareness and understanding

Desirable, but not essential:

- Applicants should hold a first degree or equivalent and must be able to speak English to native level.
- Previous managerial experience within a team
- Competence in administrative IT skills (Word, Excel, Powerpoint, e-mail)
- Teaching experience
- Summer school experience
- CELTA qualified or equivalent

The most important requirement is the applicant is enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of the College.

Salary

Remuneration will be at a competitive rate, depending on the experience of the individual applicant. The package includes rent-free accommodation, all meals, utility bills, plus a starting salary. There is scope for this role to develop into a key managerial post for the right person.

Reporting to

The Principal overall. As part of your role you will be based in student services and report to the Welfare Manager.

“The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the college once they have completed Barred Lists (previously referred to as List 99) and DBS checks, and the college has received and verified two satisfactory references.”

The above does not form a contract in its own right and should be read in conjunction with your contract, the Abbey College Staff Rules & Disciplinary Procedures, Teaching Staff Job Description and Residential Staff Terms and Conditions where applicable

Signature: _____

Date: _____

Signed on behalf of the Abbey College: _____

Date: _____

Application Procedure

If you have the relevant experience and wish to apply please email hr@abbeycollege.co.uk for an application pack and declaration.

Closing Deadline and Interview Dates:

The closing deadline for applications is Friday 22nd March 2024.

Applicants must be able to provide proof of eligibility to work in the UK.

Start Date:

March / April 2024.