



Staffordshire University Services Ltd

## Job Description

### General Details

Job title:	National Saturday Club Programme Manager-Science & Engineering (SRA18-02a)
School/Service:	Recruitment & Admissions
Normal Workbase:	Stoke Campus
Tenure:	Fixed Term until 31 July 2021 (33 Weeks per year-Term Time)
Hours/FTE:	Part time working 11.1 hours p/w (0.3FTE)
Grade/Salary:	Grade 6
Date Prepared:	June 2019

### Job Purpose

Staffordshire University will be implementing the National Saturday Club programme at the Stoke campus from September 2019. This role will involve taking full responsibility of the club and the students taking part in the club activities. This includes developing the scheme of work and lesson plans for the 30 week club programme, and delivering a range of different disciplines within the club subject areas, to a group of Year 10 students. This role is in conjunction with, and funded by the Higher Horizons + NCOP project.

### Relationships

Reporting to:	National Collaborative Outreach Programme Hub Manager
Responsible for:	Student Ambassadors

### Main Activities

#### Work Processes and results

- Management of widening participation and outreach activities with clear targets and deliverables
- To develop and deliver aspiration raising and curriculum support activities in a workshop environment
- To develop a 30 week Scheme of Work to cover a range of disciplines within the National Saturday Club
- To deliver a variety of lessons within different disciplines, to a group of Year 10 students, on a Saturday morning
- To plan and book part time lecturers, technicians, student ambassadors and any additional guest speakers required during the programme
- Source and purchase all materials and resources required within the allocated budget limits
- To liaise with the NCOP Hub Officers and the National Saturday Club to organise 2 National Conferences in London and a 'Master Class' day, to adhere to the club agreement
- Continuous evaluation of the programme, to adapt to suit the needs of the group when necessary
- The completion of evaluations and gathering of data for the NCOP project purposes
- Responsible for classroom management, safeguarding and all health and safety procedures during the programme

### **Team Work**

- To work with the NCOP Hub team on project deliverables
- To attend National Saturday Club conferences and training
- To liaise with ADR's and ADR Assistants within the schools on a weekly basis

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences
- Liaise, establish and maintain positive links with internal and external customers
- To build and maintain positive relationships with the student group, parents and schools
- To positively promote both Staffordshire University and Higher Horizons+ network at external meetings in relation to the NCOP project

### **Supervision / Staffing.**

- To supervise student casual workers employed through the project on a Saturday

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the University's environmental policy and procedures and seek to promote environmental sustainability within area of responsibility.

### **Equality, Diversity, Health and Safety and Strategy**

- A strong commitment to the principles and practice of equality and diversity
- Thorough understanding and application of the Dignity and Respect Framework
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Co-operate with the Higher Horizons+ central team in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and School/Departmental health and safety arrangements are complied with.

### **Special Conditions**

The role holder will be expected to work every Saturday morning during term time for the 30 week programme.

### **Professional Development**

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### **Variation to Job Description**

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

## Conditions of Service

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

## Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

## Guidance for Disclosure Applicants

Please note that, if you are offered this position, the appointment procedure requires you to apply for an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed in the enclosed job description.

Enhanced Disclosures are for posts that involve a far greater degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure you will be provided with the relevant form and guidance notes supplied by DBS. You must carefully complete and return the form and send it to Human Resources & Organisational Development together with various **original** documents confirming your identity (full details will be provided at the time).

Your completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send a Disclosure to both you and the counter signatory at the University, which will list any details obtained from those checks (except in the case of Additional Information which is released to the University only, by the Chief of Police). In the event of the DBS check highlighting information held on any of the databases accessed, a member of Human Resources may contact you to arrange a meeting to discuss the details in order to make an informed decision as to whether or not this affects the offer of appointment. The final decision as to whether your appointment can proceed will be made by the Director of Human Resources.

## Policy Statement on the Recruitment and Employment of Ex-Offenders

## Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS code of practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging peoples' criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions subject to relevant legislation and reasonable judgement.

## Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trade union activity or offending background.
- We have a written policy on the employment of ex-offenders which is available on the University's website.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources & Organisational Development at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Staffordshire University to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.