

This document is also available in Welsh.



Coleg y
Cymoedd

Director of Learner and Campus Services

Recruitment Pack

June 2022

Welcome

Thanks for your interest in this role. You should find all of the information you need here, as well as guidance on how to apply. If there's anything else you want to know though, contact us to arrange a chat.

Role Summary

We'd love you to get to know us and the role you're interested in. Let's start with the basics...



Job Title

Director of Learner & Campus Services



Working Hours

37 hours per week



Job Type

Full Time, Permanent



Your Salary

£52,437 - £60,804



Closing Date

24th June 2022



Location

Nantgarw

Multi-campus travel will be required as part of this role



Why Coleg y Cymoedd?

About Us

Coleg y Cymoedd was formed in 2013. Over 10,000 learners study at Coleg y Cymoedd each year with sites in Aberdare, Nantgarw, Rhondda and Ystrad Mynach.

The college offers a wide range of Full and Part Time courses from Entry to Degree Level in over 15 Curriculum areas.

Working in partnership with more than 800 employers, the college's Business Services team offer a wide range of Apprenticeship and Bespoke Commercial Training packages.

The college has seen significant investment in recent years including the Nantgarw Campus building (a £40 million campus), Aberdare Campus (a £22 million campus), and state of the art Railway Training and Motor Vehicle Facilities.

Our Mission Statement

'Our mission is your future success'

Our Values

- > We focus on learners.
- > We strive for high performance.
- > We value and invest in all people.
- > We seek continuous improvement.
- > We are aspirational, we listen and collaborate.
- > We develop strong and effective partnerships.

Our Vision

To be recognised as an excellent college by learners, staff, business and communities.

We encourage our learners, staff and external stakeholders to dream big and we are proud to say that studying at Coleg y Cymoedd helps to inspire our learners and transform their lives.

The Benefits

Salary



We pride ourselves on offering a competitive salary within the further education sector.

Development



Your development is important to us. We offer excellent career and personal development opportunities. We'll also give you free tuition on college funded courses and even give you the opportunity to learn Welsh! Da lawn.

Your Health



Maybe you'll never need it, but we never know what's around the corner. We offer a free Employee Assistance Programme along with a great Occupational Health Provision.

Pension Scheme



Starting with us means you can be enrolled into the Local Government or Teachers' Pension Scheme.

Keep Fit



Physical and mental fitness is important and so, we offer free gym access at Nantgarw and Ystrad Mynach in addition to discounted leisure membership. If the gym isn't your thing, we also offer a Cycle to Work scheme.

Take a Break



We understand that sometimes you need a break. We offer a generous Annual Leave entitlement. We also offer free car parking for all staff and a car sharing scheme.

Your Home Life



Sometimes things change and we want to support that. We offer a full suite of Family Friendly policies to support your work/life balance. We also offer Childcare Vouchers to make sure your little ones are well taken care of.

Job Description

Director of Learner & Campus Services

Job Purpose

As a Director of Learner and Campus Services, the purpose of the role will be to bring a standardised and one-college approach whilst meeting the needs of learners on each campus. You will be a strategic lead on one key theme across college (Safeguarding and Prevent, Behaviour and Relationships, Learner Welfare and Wellbeing, Learner Voice).

Key Duties

Services to learners and staff

Provide leadership and development of:

- > Campus office services
- > The BOOST Programme learner enrichment and produce an annual College report on for discussion by Academic Board.
- > The Learner Ambassador programme.
- > Grants including FCF, EMA, WGLG, Transport and Childcare.
- > Learning Resource Centre.

Collaborate with relevant college leaders on:

- > Recruitment (including school liaison)
- > Induction
- > Progression
- > Additional Learning Needs.

Learner Wellbeing and Welfare

Provide leadership and development of learner wellbeing linked to the College Wellbeing Strategy

Safeguarding (Child Protection and Vulnerable Adults) and Prevent

Act as the Designated Safeguarding and Prevent Officer for the Campus and manage the procedures detailed in the College's Safeguarding and Prevent Policy and Procedure.

Learner Relationships & Behaviour

- > Provide leadership and direction on the campus to ensure that all learners enjoy a pleasurable learning and working environment.
- > Ensure that all work on learners behaviour adopts the principles of the Restorative Approach
- > Manage the procedures detailed in the relevant college policies regarding relationships, behaviour and discipline.

Key Duties

Business/Curriculum Planning

Collaborate with college leaders to identify both strategic and operational priorities to ensure a coherent and fully costed approach to the planned development of each campus.

Resources, Room Allocation and Space Utilisation:

- > Ensure that efficient use is made on Campus of resources.
- > Ensure that the Campus adopts a rigorous approach to effective timetabling and room allocation.
- > Ensure that the Campus achieves year on year improvements in space utilisation.

Additional Duties

1. Actively comply with the College Equality of Opportunity Policy
2. Participate in and contribute to the College Performance Management And Review process
3. Attend staff meetings and learning and development as required
4. Actively comply with Fire and Health & Safety Regulations

Further Information

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of students.

Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsibilities of the role.

It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the role.

'I really enjoy my role in Welfare and Wellbeing, connecting with learners, facilitating them to be who they want to be is so rewarding. In the words of the great Carl Rogers, "People are like plants, given the right conditions they will flourish" '

Carolyn Owen

Welfare & Wellbeing Officer

'Engaging with staff and learners and observing them develop to their full potential is very rewarding. The role is flexible and no two days are the same. Coleg y Cymoedd is a fantastic place to work where we all support each other to ensure our learners receive an outstanding learning experience.'

Tracey Evans

Head of School (Catering, Hair and Beauty)

Application Process (How to Apply)

What Now?

Now you should know more about us and what we're doing, you should also have a good understanding of this role and the type of person we're looking for. If this sounds like you, then we'd love you to apply.

Simply download the application form and fill out all the required fields.

Send completed applications to:

✉ jobs@cymoedd.ac.uk

Remember to use the **Person Specification** and **Job Description** to show us why you're the best candidate for the job.

Once the application is filled out and you're happy, there's just one thing left to do and that's get it over to us at the email address above - We're really looking forward to reading it!

Please be advised, **we do not accept CVs**. If you would rather, you can always send your completed application to:

People & Culture
Coleg y Cymoedd
Rhondda Campus
Tonypany
CF40 2TQ

Want to chat?

Coleg Y Cymoedd is a unique and exciting place to work. Maybe this role is the perfect fit for you. If you'd like to chat through any questions or get to know us better, get in touch today:

Applications / ✉ jobs@cymoedd.ac.uk

Find out more: ☎ 01443 653626



INVESTORS IN PEOPLE
Rydym yn buddsoddi mewn pobl Aur

INVESTORS IN PEOPLE
We invest in people Gold

Rydym wedi llwyddo!
Achredwyd yn swyddogol gan Buddsoddwyr mewn Pobl.
Oherwydd rydym yn gwella gwaith.

We did it!
Officially accredited by Investors in People.
Because we make work better.

Terms & Conditions

Equality & Diversity

We recognise the benefits of a diverse workforce we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

Data Protection

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Right To Work In The UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.