

Programme of Study Representative Job Specification

Becoming a Programme of Study Representative is a great way to develop your skills and confidence. It will help you to get to know your fellow students and build relationships with them. It will look great on your CV and your university application. Most importantly this role will allow you to have fun and become ready for employment. You will be able to make new friends and explore different areas of college life. As a Programme of Study Representative you will have many different roles and responsibilities.

Roles and Responsibilities

Be the voice of your class – As part of your role you will be expected to speak to your class at various points throughout the year and find out what they enjoy about college, what they would like to change and how they would like to change it. If your class feels strongly about an issue with the course or a facility that is not benefiting them the way they had hoped you can bring this up with Heads of Student Support, your Student Experience Support Safeguarding Practitioner (SESP) or your Student Ambassador.

Gathering information from students around campus – As well as being the voice of your class you will be expected to talk to students on the concourse and around the campus and gather their views.

Facilitate Student of the Month

We are keen to recognise and acknowledge how well students from each class do throughout the year. As the class representative you would nominate students within your group who have worked especially hard each month and have adhered to The Deal. You will pass this information on to your Achievement Tutor (AT) who will commend the students and send a postcard home.

Advertise our events

You will be responsible for making posters or using social media to advertise enrichment events, trips and other events taking place to the students in your class. This information will be passed on to you at meetings or by your SESW, Student Ambassador or AT.

Note taking

Part of your role when meeting with your class or attending student council meetings is to take notes. This is a very important employability skill and is something we can work on with you and develop throughout the year. The information you gather will be extremely useful for the college and the life of students whilst studying at The Manchester College.

Good understanding of health and safety

As a Programme of Study Representative you should have a good understanding of health and safety at college so that you can share this with the other students in your group. You should know who the Fire Marshalls are for your building, where the fire assembly points are and the procedure in the event of a fire. You should also know who the first aiders are in the event of an emergency.

Expectations

Within each of these roles there are certain requirements and behaviours we expect of you as a representative of the college.

Be aware of 'The Deal'

The Deal sets out what we expect of every student and member of staff. As a Programme of Study Representative we would like you to be someone who models The Deal, is reliable and leads by example. Please see attached a copy of The Deal.

Build relationships

To ensure you get the most from your experience we would like you to build relationships not only with the learners in your class but with Student Ambassadors, SESP and other students and staff around the college.

Attend any training offered

We want to give you tools to develop your skills and support your role as ambassador. There will be training opportunities on British values, IT skills, employability skills, project planning and confidence building.

Attend Meetings

Each term we will have a meeting to discuss any ideas for events and you will be asked to fill in a skills audit where we can track your development across the year. You will also be able to meet with governors, inspectors, Vice Principals and other staff members and your fellow Class Reps and Ambassadors.

Attend Rep Reviews

We expect our Programme of Study Representatives to be model students and carry out various activities. Because of this you will be expected to attend reviews once a term with your AT where they will carry out a skill scan with you, to see how you have developed in your role and how you could improve.

Benefits

- There are several benefits to being a student ambassador:
- Training opportunities – we will offer you a variety of workshops to support you in the development of your role.
- Access to fantastic enrichment – you will be able to recommend and take part in bespoke enrichment that is offered here at college.
- Learn and develop new skills by working with staff and students from other areas.
- Receive vouchers – once you have completed five activities you will receive £50 in Amazon vouchers. This will continue throughout the year.
- Receive the digital badge in Citizenship recognised by employers.
- Excellent experience for your CV and UCAS applications to support you in getting a place at university or gaining employment.
- End of year celebratory dinner and award ceremony.
- Reference from Head of Department for Student Support.
- Certification – you will receive a certificate to show your achievement at future job interviews and university interviews.
- The opportunity to participate in the Duke of Edinburgh Award.