



# Quarrydale Academy

## Job Description

### **1. Title of Post**

DANCOP Officer

### **2. Name of Employee**

### **3. Salary**

HAY Band A, fixed spinal column point 24.

Part Time, 32.5 hours per week, Term Time Only (39 weeks).

Actual Salary (pro rata for part time, term time only) £21,760

### **4. Accountable and Responsible To:**

Responsible to the Headteacher through the Academy's Line Management structure (see staff handbook).

### **5. Main Purpose of the Job**

Work with Academy staff and students and other consortium partners to design and deliver relevant programmes of activity in-line with the UniConnect agenda.

The importance of this work is around raising aspirations, and the ability to motivate and encourage students through the educational journey to support them with their career and educational choices is really key to this role.

## **6. Responsible for the Following Key Tasks:**

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

### **Key duties and responsibilities:**

1. Plan and deliver provision that supports DANCOP learners in overcoming barriers to success in higher education, raising their aspirations and providing opportunities for the learners to make informed decisions about their future.
2. Work closely with the DANCOP team to identify DANCOP 'target' learners and make plans for activity and support, mapping activity against the progression framework and utilising knowledge of the school and the learners to inform the direction of plans.
3. Monitor performance against targets set for the school in terms of engagement with learners.
4. Report on learner engagement on a monthly basis in line with DANCOP monitoring guidelines, ensuring complete and accurate records are kept in order to facilitate this.
5. Evaluate the effectiveness and impact of activities in line with DANCOP evaluation guidelines, creating theories of change where appropriate as advised by the DANCOP team.
6. Provide impact reports as required by the DANCOP team (usually twice an academic year as minimum).
7. Ensure effective communication with colleagues within the school to ensure that DANCOP and other outreach activity is supported and championed.
8. Attend relevant training sessions as required by the DANCOP team; to include but not limited to; monitoring and evaluation training and workshops that support the sharing of good practice with other outreach professionals.
9. Ensure regular communication with the DANCOP team, responding to emails and telephone calls in a timely fashion and giving informal updates where required.
10. Keep abreast of developments relevant to supporting widening participation to higher education, including keeping up to date with Office for Students' communications, using learning to shape plans.

**All staff:**

1. Be aware of and comply with the Academy's policies and procedures.
2. Comply with the requirements of Data Protection and other legislation specifically relating to personal records.
3. Contribute towards the priorities identified in Academy Improvement Plan and the overall ethos/aims of the Academy.
4. Comply with relevant improvement processes to support the continuous development of staff and Academy.
5. To participate in appropriate staff meetings and training sessions where required, as identified by the Headteacher.
6. Seek win-win solutions.
7. Be a positive voice for the Academy in the community.
8. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

**Health and Safety:**

9. Comply with all statutory requirements in relation to Health & Safety and be aware and comply with the Academy's Health & Safety policy.
10. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.

**Continuing Professional Learning:**

12. Actively engage and seek opportunities to improve own professional learning.
13. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

## **7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 September 2020. The contents have been agreed in consultation with the post-holder/s and the Academy.