



PLUMPTON
COLLEGE

Student Veterinary Nursing Co-ordinator	
Reporting to:	Director of Veterinary Sciences and Therapies
Working Hours:	Full time (37.5 hours per week)
Salary:	£30,755 - £34,463 (Scale point 24 to scale point 28)
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To support and guide students and providers through all steps associated with their professional training and registration.

To coordinate the activities between the awarding body, professional regulatory body and the academic team to ensure timely achievement of students and adherence to all quality assurance processes.

To provide specialist pastoral and academic support throughout the student journey.

Duties and responsibilities of the job

Division Administration

a.	Support the Lead IV with implementing the Training Practice based IV activities for all practices and students for the duration of their qualification.
b.	In liaison with the Lead IV, co-ordinate the delivery of Clinical Coach training programmes ensuring they meet the needs and the requirements of the Awarding Body and Professional Regulatory Body.
c.	To liaise with Central Services to support subject specialist FE, apprenticeship and HE administration.
d.	To liaise with the Director of Veterinary Sciences and Therapies and Programme Managers to develop and coordinate part time courses within the division.
e.	To ensure accurate input of relevant student data.
f.	To update the Clinical Supervisor portal, MS Teams, Markbook, website as directed.
g.	To act as an ambassador for the College at internal/external events – this may include occasional unsocial hours e.g. early mornings, evenings and weekends. To co-ordinate the division information events incorporating student interviews, planning and delivering, 'keep warm' activities, welcome days, enrolment and induction activities.
h.	To ensure continuous quality improvement and service excellence. To contribute towards achievement and maintenance of relevant quality standards, aspiring to attain an outstanding experience for all VN providers.
i.	To provide a professional and prompt customer service and communication by Phone, email, written giving consistent guidance, instruction, and information.

j.	Maintain the database of learners and provider information, telephone logs and feedback in order to generate reports whenever required.
k.	To support the audit process by ensuring that all student amendments and employer responsive records, including accuracy of fees, are supported by the appropriate evidence and that all records are maintained and actioned in accordance with service standards.
l.	To work with the Lead IQA to co-ordinate VN fees, invoices; ordering for the division and communicate fee plan to all providers.
m.	To provide a professional and prompt response to apprentice and employer enquiries both in person, by telephone or by correspondence to include employer events and student disciplinaries.
n.	Support with the invigilation of VN exams.
o.	Co-ordinate and support the completion of Apprenticeship onboarding paperwork and interviews.
p.	Process the RCVS enrolments and registrations, updating the student database with exam entries, submissions, results and claims.
q.	Communicating with awarding bodies regarding specific qualification queries.
r.	Co-ordinating with the awarding body the access arrangements for examination entries throughout the student journey cycle, including reasonable adjustment requirements.
s.	Booking of examinations with awarding body, invigilators and appropriate rooms for exams throughout the student and apprentice cycle. Assisting with the despatch of certificates.
t.	Respond to section complaints and work with the Director of Veterinary Sciences and Therapies and the Lead IV to reach a timely and effective resolution, using the professional regulatory body guidelines and college policies and procedures.
u.	Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
v.	Prepare for, and take a lead on, awarding organisation external quality processes with support from the Lead IQA.
w.	Contribute to the Programme Team Review, including a Quality Improvement Plan for the programme(s) allocated.

Student Support and Experience

a.	To review individual student needs with the Assistant Curriculum Manager and action invention as appropriate.
b.	To work with students to support the development of study skills to include examination preparation.
c.	To refer individual students as appropriate to college support services and external agencies, following correct procedures. To provide pastoral support to all students and work in liaison with academic tutors to ensure effective support and guidance is offered to all students.
d.	To support the Assistant Curriculum Manager of the tracking and monitoring of student progress.
e.	Administer the process for extension to deadlines, late work and mitigating circumstances.
f.	Support students to participate in student forums and surveys and collate programme(s) 'student voice' feedback to support action planning for continuous improvement.
g.	Lead on careers guidance, information and events for learners in line with the college's formal entitlement for students and professional regulatory guidelines.

Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
c. Complete all mandatory training as required in line with college expectations.

Other responsibilities and duties

a. Participate in staff and student recruitment campaigns, interviews, Open Days, and promotional/information events.
b. Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
c. Contribute to, and support delivery of the college strategic plan.
d. Comply with the departmental operating plan and contribute to action plans as needed.
e. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
f. Analyse and selectively implement the calendar of key equality and diversity events across the programme.
g. Ensure all safeguarding policies and procedures are followed.
h. Maintain student destination data to inform self-assessment and quality improvement.
i. Any other duties connected with the post as are reasonably required from time to time.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
a. Minimum Level 2 in literacy and numeracy.
b. Veterinary Nursing qualification or equivalent.
c. Level 2 or higher qualifications in both English and maths.
d. Sector / industry experience and/or evidence of specialist subject knowledge in key areas.
e. Demonstrate a strong desire to work collaboratively as part of a high performing team.

f. Have a strong desire to see students succeed, evidenced by good or better key performance indicators for allocated programme(s).
g. Clear understanding of the needs of students and how these may be met.
h. Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student behaviour and safeguarding.
i. Excellent communicator with highly developed interpersonal skills.
j. Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.
k. Comprehensive and well-developed IT skills.
l. Skills and experience in problem solving and a flexible and adaptable approach.
m. Adaptable and flexible approach to change.
Desirable criteria
a. Registered Veterinary Nurse (RVN) qualification.
b. Assessors' qualification.
c. Internal Verification (IV) qualification.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Date issued...

JD category

Agreed by

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.