

# SUPPORTING STUDENT SUCCESS

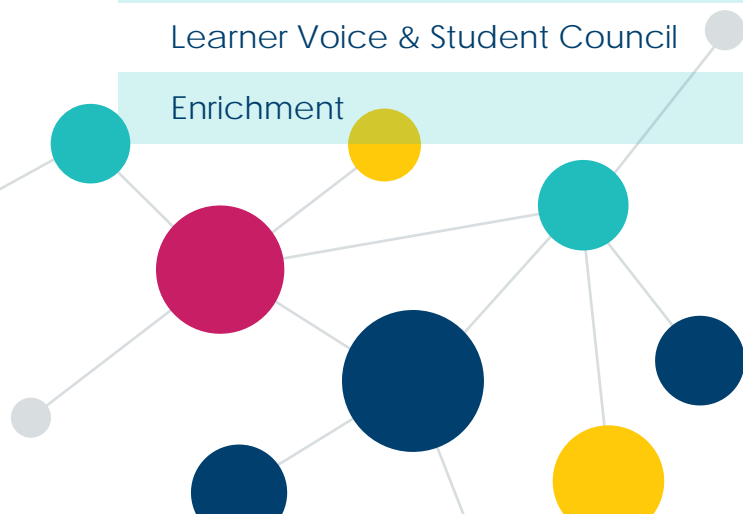
A Guide to Student Services

[WWW.JCC.AC.UK](http://WWW.JCC.AC.UK)



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At JCC, we offer one-to-one support for all students. One of the main sources of support and advice for you will be your **Personal Progress Tutor**. You will be assigned a tutor who will monitor your academic progress, deliver weekly tutorials for your development and support you throughout your time at college.

## Your Personal Progress Tutor will:

- Ensure you to attend all lessons, are on time and have the best chance to succeed and progress
- Support you with any personal issues and keep you safe whilst at college
- Help you to develop the skills, knowledge and experience to become a successful adult
- Prepare you for your next steps into higher education, employment or apprenticeships
- Be the first point of contact for your parents



# Personal Progress Tutors

## How will we do this:

As a Progress Tutor we will:

- Deliver 2 workshops per week as part of the college tutorial programme to support your personal and professional development
- Arrange a regular 1:1 meeting with you to review your progress and set targets to help you improve
- Help you with your UCAS application and write your reference
- Telephone you if you are not in class
- Meet with your parents to discuss any concerns

## Our Tutorial Programme

You will meet your Progress Tutor twice per week as part of our group tutorial sessions. This programme will provide you with the tools to:

- Keep yourself and others safe
- Improve your physical and emotional wellbeing
- Become resilient and independent thinking
- Make informed choices and prepare for your next steps



# Progress Tutor List & Contact Details

# Personal Progress Tutors

<b>Sam Bills</b> Parental Engagement & Progression Manager 07766 737 428 SBills@jcc.ac.uk	<b>Naveed Ahmed</b> Student Relationship Manager 07766 738 769 NAhmed@jcc.ac.uk	<b>Fehzan Abdullah</b> Senior Tutor 07827 925 748 FAbdullah@jcc.ac.uk
<b>Katie Schilling</b> Senior Tutor 07733 882 993 KSchilling@jcc.ac.uk	<b>Lizzie Mcilduff</b> Senior Tutor 07826 344 156 EMcilduff@jcc.ac.uk	<b>Ajrin Haque</b> 07766 737 348 AHaque@jcc.ac.uk
<b>Daniyal Haider</b> 07827 925 819 dhaider@jcc.ac.uk	<b>Sophie Gill</b> 07501 233 390 SGill@jcc.ac.uk	<b>Bronte Spargo</b> 07827 926 031 BSpargo@jcc.ac.uk
<b>Gerard Harrison</b> 07827 925 725 GHarrison@jcc.ac.uk	<b>Mohammed Khalil</b> 07826 344 039 MKhalil@jcc.ac.uk	<b>Safia Rofidi</b> 07827 925 810 SRofidi@jcc.ac.uk
<b>Asma Raqoob</b> 07826 343 352 ARaqoob@jcc.ac.uk	<b>Ciaran Oswald</b> 07501 233 584 COswald@jcc.ac.uk	

New tutors will also be joining for the new academic year.

The UCAS application process begins in the summer term of your first year in College with tutorials focusing on your Introduction to Higher Education. You will research your chosen courses and Universities and begin drafting your **Personal Statement** before beginning to complete your official UCAS application.

**We offer support in:**

- Choosing the right course and institution
- Writing a personal statement
- Completing your application
- Preparing for interviews
- Student Finance

**Medicine / Oxbridge Applications**

We provide additional support for students applying to Oxbridge or to one of the early deadline medicine / Dentistry subjects.



The UCAS logo, with the letters 'UCAS' in a bold, sans-serif font. The letter 'A' is red, while the other letters are black.

Here are a list of events/activities:

**High Achievers Programme.** This includes:

- one to one academic and pastoral support
- Oxbridge Information Sessions
- How to apply to University (including how to write a personal statement) and what University pathway schemes are available sessions
- How to apply for competitive University course sessions: in Medicine and Law (we're hoping to expand this programme)
- Medicine application practise: including practise MMIs
- taking students to University open days (including Oxford & Cambridge)

**Events/activities organised for all students:**

- we have speakers from different industries come into college to speak to students (examples include speakers from: PWC, Aston Medical School, Gloucestershire University)
- we also take our students to University workshops/ events (examples include: attending the Newman University 'Maths Explore Day', the University of Birmingham masterclass on Sports Science and Dentistry and the Aston University 'Politics and International relations' taster day)
- Annual Progression Day

# The Futures Team

At the **Futures Zone** our impartial, experienced, qualified Careers Adviser can support you with the following:

Exploring your careers options and the routes into those careers



Getting into university



Work experience



Job hunting skills including where to find jobs including using social media, CVs and interview skills and apprenticeships



Labour market information



You can book an impartial, careers appointment with a Careers Adviser via the staff in the Futures Zone, your Progression Tutor or by contacting the Careers adviser.

**THE  
FUTURES  
TEAM**

If you need any support please contact the careers team. Drop into **the Futures Zone** in Library to make an appointment.

## OPENING TIMES

### TERM TIME

Monday - Friday

08:30 - 18:00

Times may vary outside of term time.



[FuturesTeam@jcc.ac.uk](mailto:FuturesTeam@jcc.ac.uk)



0121 446 2204 (Careers Office)



**Emily Prince**  
Higher Education  
Advisor



The Futures Team

# High Achievers

High achieving students, those with University applications for medicine, dentistry, veterinary, Cambridge or Oxford, are supported with all aspects of their UCAS applications. Tailored advice and guidance about summer schools and additional activities to build a CV are available. We also offer high achieving students the opportunity to study the Extended Project Qualification.

High Achievers are supported by Rosie Shale  
[rshale@jcc.ac.uk](mailto:rshale@jcc.ac.uk)



**Rosie Shale**  
Assistant Principal  
(College Operations)



[RShale@jcc.ac.uk](mailto:RShale@jcc.ac.uk)

At the heart of your learning experience is the **Learning Resource Centre**. Open Monday – Friday between 08:30 and 18:00 (16:30 on Fridays), it is a place to enhance your independent learning; to access to a wide range of print and online resources as well as to explore new worlds through our diverse range of fiction and poetry.

We offer support in a range of high-level academic skills and subject support, delivered by the Academic Coaches Team (who are based in the LRC), which includes the Getting Ready to Achieve and Getting Ready for Exams programmes. In addition, we host a selection of enrichment activities including the PROUD Book Club, The Manga Society, Board Game Club and the Student Magazine.



## OPENING TIMES

Mon:	08:30 - 18:00
Tue:	08:30 - 18:00
Wed:	08:30 - 18:00
Thu:	08:30 - 18:00
Fri:	08:30 - 16:30

**Olivia Edmonds**

Learning Resources  
Manager



[OEdmonds@jcc.ac.uk](mailto:OEdmonds@jcc.ac.uk)

# Academic Learning Coaches

**The Academic Coaches**, a team of highly qualified graduates in each of their subject areas at both undergraduate and postgraduate level, are based in the Learning Resource Centre.

The main objective of the Coaches is to provide all of our students with the academic support they require to be as successful as they possibly can. Whether that is through additional subject support during your independent study time; delivering workshops on essential skills such as proof reading, plagiarism and referencing; helping you develop your study skills or offering guidance with your UCAS application, the Academic Coaches are here to help.

To request support from one of our Academic Coaches, please e-mail [OEdmonds@jcc.ac.uk](mailto:OEdmonds@jcc.ac.uk) (our Learning Resources Manager) and she will put you in contact with the most appropriate Coach for your support needs.

**George  
Chance-Osman**  
English



The **Open Learning Centre** is a large resource area where there are 130 computers. Students carry out research and complete their assignments. There are also scanning and printing facilities in the centre itself. Adrian, our assistive technology champion, is an hand to help identify the best equipment to help you with your studies.

### OPENING TIMES

Mon: 08:15 - 17:00

Tue: 08:15 - 18:00

Wed: 08:15 - 17:00

Thu: 08:15 - 18:00

Fri: 08:15 - 17:00

## Open Learning Centre (OLC)



Students with additional learning needs will be supported by a dedicated **Key Worker** who will be in regular contact to ensure they are getting the support they need while enrolled with JCC. They may support students in class, or they can support students more discreetly to enable them to develop independence.

We encourage and promote the use of Assistive Technology so students can develop independence in their studies. We have a qualified, on site Access Arrangements Specialist to ensure students are supported appropriately during enrolment, exams and assessments.



**Laura Ellis**

Inclusive Learning  
Support Manager



[LEllis@jcc.ac.uk](mailto:LEllis@jcc.ac.uk)

**The Pod** is a dedicated space for students with additional needs, and is open throughout the college day for students with additional needs to access. Students are able to receive support from an Learning Support Assistant between 09:00 and 16:15 every day. For more information, please contact our Inclusive Learning Support Manager: **Laura Ellis** ([LEllis@jcc.ac.uk](mailto:LEllis@jcc.ac.uk)).

### LSA Support Availability

Monday - Friday  
09:00 - 16:15



# Safeguarding & Support

We provide support to students and families regarding any safeguarding issues or concerns. We also provide support for students who are in care or who are young carers. We work with multiple external agencies to ensure that we all work together to support our students to remain at college and succeed.

Students can raise any issues during the college day or by telephone: 07766551123 (between 8:30am and 4:30pm). They can also contact any member of the Safeguarding Team by asking at Reception.



07766551123 (8:30 - 16:30)



**Jo Lawrence**  
Vice Principal, DSL



**Lisa Barton**  
Safeguarding Officer



**Sam Bills**

Parental Engagement  
& Progression Manager



**Naveed Ahmed**

Student Relationship  
Manager



**Fehzan Abdullah**

Personal Progress Tutor



**Lorretta Starling**

College Nurse



**Laura Ellis**

SENCO Manager



# Safeguarding & Support

# The Nurse Team

Joseph Chamberlain has a team of medical professionals to help with all aspects of health and wellbeing.



**Jennifer Yeomanson**  
Healthcare Assistant



**Lorretta Starling**  
College Nurse



**Lucy Street**  
Mental Health Nurse



Services offered by the team include, but are not limited to:

Safeguarding

General health advice

Sexual health including  
free contraception

Blood sugar monitoring

Free sanitary products

Stop smoking, lifestyle  
and health promotion

Drug and Alcohol  
advice

Sign post to outside  
agency for help and  
support, like walk in  
centre and mental  
health groups and  
financial support

Weight services

Mental health support  
including low mood,  
anxiety and panic  
attacks, and  
mindfulness

Weekly events,  
courses and workshops  
to help promote  
student wellbeing

Appointments are preferred to give the team time to deal with your needs. Appointments can be booked via email:  
[nurseteam@jcc.ac.uk](mailto:nurseteam@jcc.ac.uk)

The Nurse Team

# Exams

The **Exams Office** is the point of contact for anything to do with examinations held at JCC. Services include:

Examination Entries

Liaising with  
Examination  
Boards

Clash Resolution &  
Exam Timetable  
enquiries

Result Enquiries,  
Access to Scripts and  
Applications for  
Special Consideration.

Implementation of  
Access Arrangements  
(extra time, reader/  
scribe, etc)

Issuing Certificates

The office is open to students between 9am and 2:30pm. Feel free to visit in person or email the team at [Exams@jcc.ac.uk](mailto:Exams@jcc.ac.uk).



[Exams@jcc.ac.uk](mailto:Exams@jcc.ac.uk)



## Student Behaviour Officers

The Student Behaviour Officers work closely with staff to ensure all students remain safe and display positive behaviour whilst in college. Their key roles are:

To ensure students are safe on campus at all times

To ensure students are wearing their lanyards

To monitor behaviour in the study areas, social street and in corridors

To challenge students who are displaying poor levels of behaviour but also to praise those students who are displaying positive behaviours

To work closely with Personal Progress Tutors to collect or escort students to classrooms

To ensure students are attending lessons

## Security Guards

The Security Guards play a vital role in ensuring only our students enter the campus, and making sure everyone is safe on site. Their main duties are:

To ensure everyone is safe on campus at all times

To ensure students are wearing their lanyards

To escort visitors to Reception

To work closely with the Student Behaviour Officers

To monitor the behaviour of students around the campus

To ensure students are safe as they leave the College

To challenge those students who are not displaying positive behaviour

# Bursary

Students are able to apply online for financial support with the costs associated with studying at college.

Students must:

- Be aged 19 or under
- Be enrolled on a full-time course
- Have a household income of below £25,000 per year
- Meet the college attendance and punctuality expectations of 95%

Eligible students are entitled to free meals in college and a choice between:

- A bus pass
- IT equipment
- Termly payments for equipment and materials





The **Student Council** is a wider learning opportunity that promotes leadership and communication skills. The Student Council are the voice of the student body. A key responsibility is to collect student feedback and share this with staff. Each year the council lead a range of exciting projects and events like the Snow Ball, charity fundraisers and Equality & Diversity events.

## STUDENT COUNCIL PRESIDENTS 2022/23

A-Level	BTEC
	
Zain Bashir	Hamza Ali Hussain

Students from all courses are welcome to get involved. Students can also get involved in a range of ways by applying to become the representative of their Tutor Group, to applying to be Student Council President in their final year of study. A call for Student President applications will be released each May, for current students to apply for the following year. Advertisements for all other Student Council roles are released at the start of each year in September.

The Student Council are supported by Hannah. Please contact [HGeoghegan@jcc.ac.uk](mailto:HGeoghegan@jcc.ac.uk) to find out how you can get involved or to share any views on the student experience.

**Hannah Geoghegan**  
Student Service Adviser



[HGeoghegan@jcc.ac.uk](mailto:HGeoghegan@jcc.ac.uk)

We provide opportunities for students to develop new skills and interests via our **extended opportunities programme**.

Our extensive range of opportunities assist students with finding new hobbies and interests after college. Clubs that are currently available are:

- Duke of Edinburgh Award
- NCS - A Youth Programme
- Auschwitz Lessons
- African Culture Society
- Debating Society
- Scribe Tribe
- This is Manga
- Self-defence for Girls
- Boxing Club
- Trampolining
- Future Financial Thinking
- Movie Night
- Driving Test Theory Practice
- Proud Book Club
- Board of Games
- Harry Potter Club
- JCC French Club
- Gaming Society
- Islamic Society
- BSL "Learn to Sign"
- K- Pop K- drama
- Vocal Workshop

To find out more about the activities on offer, or to make any suggestions, please contact [WMartin@jcc.ac.uk](mailto:WMartin@jcc.ac.uk).



**Wesley Martin**  
Enrichment Manager



[WMartin@jcc.ac.uk](mailto:WMartin@jcc.ac.uk)

[WWW.JCC.AC.UK](http://WWW.JCC.AC.UK)



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