

JOHN LEGGOTT COLLEGE

JOB DESCRIPTION

JOB TITLE: School Liaison and Enrichment Officer - Learner Pathways

REPORTS TO: Learner Pathways Lead

WORK PATTERN: Full Time (37 hours per week), term time + 1 week

CONTRACT: Permanent

SALARY: Spine Point 11 - £24,138

Purpose of role

The role recognises the importance of personal contact in school liaison activity and involves visiting schools on a regular basis to gain an understanding of their character, curriculum and pastoral care system. In addition, attending meetings with staff, parents and pupils of each school will allow JLC to identify the individual requirements of schools. The structure and number of contacts/visits made will depend on the nature of the school.

Role Description

- Act as the primary link, with responsibility for building sustainable relationships, between John Leggott College and associated or non-associated school (or group of schools).
- Promote the image and identity of JLC in all liaison activity and be able to communicate this to a wide range of audiences.
- Oversee arrangements at the school(s) for Year 11 presentation, IAG interviews, Open Evening invitations, collection of application forms, representing College at school parent/career evenings as required.
- Arrange, develop materials and deliver talks to groups of students in the school(s) in Year 11 as necessary and to liaise with other JLC functions (eg Marketing) for support with these actions.
- Organise and promote college events in the schools which are engaging and allows students to sample courses and Pathways in an enquiring and active fashion.
- Assist with other liaison and Marketing events organised in College/School as appropriate from Year 9 upwards or earlier if requested (eg Yr 10 taster days).
- Coordinate and encourage curriculum links between JLC and schools and keep a record of such activity.
- Research, gather and share information and data from schools which can inform future planning across college. This is applicable at student, parent and school level.
- Undertake training as required to be able to discharge all aspects of the role effectively, eg HE Updates
- Operate in a flexible way as part of a team, to put forward ideas for improvement and share best practice. This includes regular involvement at team meetings.

- Work towards an agreed target of enrolments for the school each year and be prepared to undertake a review of performance against the target.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- Support and promote the enrichment programme through internal and external channels.
- Manage the quality assurance of the enrichment opportunities programme through record keeping and regular meetings with society leaders
- Explore local and national funding opportunities to allow enrichment opportunity programmes to continue.
- Work collaboratively across all departments to plan and deliver events organised in College/School as appropriate from Year 9 upwards or earlier if requested (eg Yr 10 taster days, transition days, exams fair).
- Support the development of a programme for Freshers Week to engage students and allow them to explore additional opportunities at college such as work experience, extended opportunities and sports.

In addition to the above the post holder will be expected to:

- Work in any capacity, as directed by Pathway team Lead, to support all areas of the service, as need requires.
- To build relationships with students and advocate their views, opinions and needs.
- Achieve agreed targets and performance indicators across all areas of responsibility.
- Access training and development opportunities, both internally and externally, to maximise job-specific skills and experience across the whole service.
- Work within a target-setting and quality improvement framework for the area, including benchmarking service and performance against key KPIs
- Work with, meet with and support colleagues across different functions of the college in terms of the service for learners.
- Work in line with college policies – e.g. Health and Safety or Equality and Diversity.
- Support the safeguarding of learners at all times.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

Employee signature: Date:

Line manager signature: Date:

PERSON SPECIFICATION
School Liaison and Enrichment Officer – Learner Pathway

Qualifications and awards	Essential	Desirable	How Tested
Honours Degree or equivalent (or substantial relevant work experience)		D	C
Good standard of Level 2 education – 5 A-C GCSE's including Maths and English	E		C
CEIAG Qualifications Level 4 or above		D	A,I
Professional Knowledge and Experience			
Experience in a marketing or people orientated field	E		A,I,T
Outstanding administrative and analytical skills (ability to interpret data/write reports)	E		A,I
Excellent written and verbal communication skills across a range of college stakeholders, parents, learners, colleagues etc.	E		A,I, C
Experience of delivering sessions/workshops to students or groups.	E		A,I, T
Excellent management and organisational skills including development of systems and documents.	E		A,I, T
Up-to-date knowledge and awareness of Health and Safety Regulations pertaining to area of expertise and working in an educational environment		D	A, I
Up-to-date knowledge and awareness of safeguarding in the workplace	E		A,I
Interpersonal Skills & Intellectual Ability			
Ability to work calmly and effectively, both in a team and independently, to prioritise a variety of tasks	E		A,I
Ability to establish and maintain professional working relationships with staff, students and external stakeholders	E		A,I
Evidence of excellent 'people skills' and listening skills	E		A,I
Ability to take initiative, work creatively and innovatively, and make effective decisions		D	A,I
Particular Requirements			
Knowledge of the current curriculum on offer in 6 th Form colleges		D	A,I
Understanding of the range of social and cultural backgrounds of students in local schools and areas		D	A,I
Commitment to equality and diversity initiatives and anti-discriminatory practice.	E		A, I

Suitability to work with children and young adults	E		DBS
Full driving licence, own vehicle and full business insurance	E		A, C
Flexible approach to working to accommodate essential target dates in the life of the college	E		A,I,R
Commitment to continuous professional development	E		A,I

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

Essential The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A = **Application**
I = **Interview**
T = **Test**
C = **Certificates**
R = **References**
DBS = **Disclosure & Barring Service**

These letters are used in the 'Assessment Method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.