

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

**POST OUTLINE:**

The post holder will be responsible for driving engagement with schools, in order to increase progression to the College and promote the College as an excellent vocational destination route

**Post reports to:      Head of Marketing**

**Key Accountabilities:**

- To increase communication links with schools, expanding contacts and raising awareness of the whole College offer
- To act as key contact for all local schools responding to general requests and alerting College managers to areas of opportunity or risk
- To support the curriculum Heads of Department (HoDs) in the development of the 14-16 curriculum plan, ensuring we deliver an efficient and comprehensive offer that supports progression
- To work closely with HoDs ensuring there is quality assurance across all 14-16 programmes and reporting to schools
- To support the Marketing team to ensure effective communication of key messages to schools, and to ensure forward planning of events supporting school link activity
- Provide tailored tours of the College for school groups or on occasion on a one-to-one basis to promote curriculum and support services
- To liaise with schools, colleges and ESC staff, and arrange delivery of events such as Taster and assessment days, Pupil Premium, Open Events, induction programmes and awards ceremonies (including those for special schools)
- To liaise with key school contacts to create a schedule of assembly presentations; and deliver presentations across all age groups as and when required by schools
- To provide monitoring and support call service to all schools to encourage high quality contact with all key stakeholders
- To attend school Open, Careers and Year events to represent the College, promoting a positive image of the College at all times and to deliver presentations to large year groups, specialist talks to smaller groups or on a 1:1 basis
- To liaise with school contacts to organise a programme of presentations by College leads for Higher Education and Apprenticeships
- To co-ordinate the year 9 option evenings and liaise with College staff regarding content structures
- To manage curriculum team attendance and support at local school events as required
- Provide regular updates to schools on the successes of their alumni
- Liaise with the Client Services Manager to ensure the School Link application process follows the Client Services application flow
- Co-ordination of Partner School joint application process and interview events with Client Services team

- Collate and review destination and achievement data in a timely manner ensuring key school dates are met. To maintain the School Events Outlook calendar as a central base to ensure visibility of activity
- To maintain the School Activity Report and central contact list logging contact with each school, and providing a monthly progress report
- To continually develop reporting systems and monitor data supporting 14-16 programmes
- To support the Finance team in the management of the School Link invoices
- To support the Directorate team in the management of the School Link contracts
- To create and distribute termly reports on attendance and achievement to schools
- To liaise with all curriculum staff delivering School Link programmes ensuring that absence reporting is in line with College processes and that schools are notified in a timely fashion
- Identify suitable case studies and promote both internally and externally
- Manage delivery of 14-16 Student Voice conferences and reviews; ensuring positive engagement and driving forward change in response to feedback
- Attendance at ESC Management meetings as and when required
- To maintain liaison with local authorities/external organisations regarding development of 14-19 initiatives
- To co-ordinate and attend IAG termly meetings through the 14-19 school careers adviser networks
- To support the relevant curriculum team delivering the Springboard offer in order to drive enquiries through to interview and enrolment. Liaising with the local council contacts in connection with referral processes.

**Personal Competencies (Accountable at Level 2 – please refer to ESC Competency Framework):**

**Core Competencies**

- Valuing Equality and Diversity
- Working with People; Team Working, Communication
- Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism
- Focus on Delivery; Organisational Awareness, Customer/Student Focus
- Self Motivation; Adaptability & Flexibility, Accountability

**Management Competencies – Apply in addition to Core competencies for all Managers, Curriculum Leaders and Supervisors**

- Performance Management
- Resource Management

**Key Relationships:**

The postholder will need to form effective and co-operative working relationships, in particular with:

- School head teachers and careers advisers
- Directorate members
- Marketing Team
- Client Services Team
- Heads of Department
- Lecturing Staff
- Local authority networks

**Expectations of the Post Holder:**

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College's Safeguarding policy and procedures, and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
4. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College's existing and developing quality assurance systems.
5. Be committed to professional self-development, through participation in the College continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
6. Comply with and promote College Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
7. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
8. Support cross college events such as Open Evenings and Enrolment sessions when required
9. Adhere to all College procedures as detailed in the Employee Handbook
10. At all times seek to serve the best interests of the College
11. To provide cover for colleagues during periods of holiday or sickness absence

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

#### QUALIFICATIONS

Highlights the qualifications expected of jobholder

East Surrey College has joined the 'Skills Pledge' and we are committed to supporting all staff in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Educated to degree level or equivalent	✓	
Information, Advice & Guidance (IAG) qualification (or willing to obtain)	✓	
Full, clean driving license and own vehicle which can be used for work purposes	✓	
Teaching qualification	✓	
Maths & English GCSE / Level 2 equivalent	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain)	✓	

#### KNOWLEDGE & EXPERIENCE

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Experience of working within an education environment, either in a school or a College	✓	
Experience of providing careers advice to young learners (14-16yrs)		✓
Demonstrable experience of building and maintaining strong working relationships with local organisations	✓	
Proven experience of delivering presentations and event management	✓	

#### COMPETENCIES – refer to ESC Competency Framework and Job Description

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	2
Working with People (Team Working, Communication)	2
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	2
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	2
Self Motivation (Adaptability & Flexibility, Accountability)	2
Performance Management	2
Resource Management	2