

<b>Organisation:</b>	Leeds Sixth Form College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	N/A
<b>Core Job Role:</b>	Performance and Project Co-ordinator
<b>Job Title:</b>	Performance and Project Co-ordinator
<b>Reports to:</b>	Principal
<b>Grade</b>	SO2
<b>Date of compilation:</b>	November 2023

### ROLE SUMMARY:

Leeds Sixth Form College offers a wide range of study programmes and opportunities to both 16-18 and 19+ learners and is dedicated to outstanding and inclusive progress and progression. We are looking for a Performance and Projects Co-ordinator to develop projects and initiatives to improve student outcomes.

You will support the Principal in the development of a culture of excellence and work with a range of colleagues to ensure cross-College and cross-campus projects achieve outstanding success. In this varied role, you will work across Leeds Sixth Form College, the broader Park Lane campus and alongside colleagues from across the Luminate group to make a real impact on the lives of learners.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Work with the Principal, Sixth Forms to promote a learning culture and development activities for staff and co-ordinate events and training
2. Develop relationships with external stakeholders
3. Collate the Sixth Form business calendar, communications and annual publications
4. Co-ordinate the administrative requirements for the Principal, Sixth Forms
5. Update College information systems and/or equivalent Google documentation.
6. Represent the Principal, Sixth Forms as required
7. Engage with other directorates and services across the Park Lane Campus and work alongside the campus operations manager to ensure effective service delivery and an outstanding learning environment

### CORE RESPONSIBILITIES:

1. To develop a specific understanding and appreciation of the Sixth Form College's responsibility and objectives and to work in close partnership to support these objectives and the delivery of action plans and key performance indicators
2. To use initiative and make independent decisions to solve day to day problems, and provide responses on behalf of Leeds Sixth Form College and Park Lane campus members as well as Group processes and procedures
3. To coordinate, monitor progress of, and report on actions against agreed deadlines on behalf of Leeds Sixth Form College
4. To undertake a variety of project-based activities, ranging from research and analysis of information and data, monitoring of project plans and drafting of papers, presentations and briefings from a range of internal and external sources;
5. To provide professional, responsive and confidential project support with a solution focussed approach.
6. To build and manage relationships with a range of internal and external stakeholders at varying levels of seniority. ]

### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

#### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

#### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

#### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

#### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

#### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

#### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

<b>Job Title:</b>	Performance and Projects Co-ordinator
<b>Department</b>	Leeds Sixth Form College

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Level 2 (or above) in English & Maths.	A / C
E	Q2. Appropriate professional qualification or portfolio demonstrating significant experience of service delivery e.g. Project/Data Management	A / C
D	Q3. Appropriate degree level qualification which can be applied to the role	A / C
E	Q4. Experience of extracting and assimilating data and information from a wide range of sources.	A / C
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Knowledge of and competence in IT in a business/ educational context e.g. Microsoft	A / I / T

	applications including excel, Outlook and experience in google application e.g. Docs, sheets, forms, slides	
E	EK2. Experience in using electronic individual learning plans and student record systems to track, monitor and report on student progress	A / I / T
E	EK3. Experience of working and promoting collaboration in complex organisations to break down silos or insular working practices	A / I
E	EK4. Experience of researching and analysing information and presenting in a concise format.	P
E	EK5. Experience of implementing effective quality improvement systems and strategies which have led to service improvements.	A / I
D	EK6. Experience of mentoring colleagues.	I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload, and delegate effectively.	A / T
E	SC2. Excellent interpersonal, influencing and oral communication skills.	A / I / P
E	SC3. Excellent, clear and concise written communication skills including the ability to draft reports, correspondence and minutes to a high standard of presentation and accuracy.	A / T / P
E	SC4. Excellent initiative and professional judgement, with the ability to make independent decisions and effectively address problems and challenges.	I
E	SC5. The ability to work calmly and professionally under considerable pressure, within a constantly changing environment, and to short deadlines without compromising quality and standards.	T / P

E	SC6. Excellent IT skills, and ability to demonstrate advanced use of the Microsoft Office range of programmes.	T / P
E	SC7. The ability to deal with confidential and sensitive information and situations with diplomacy, discretion and tact.	I
E	SC8. The ability to work effectively as a member of a team.	A
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I